

Patching Parish Council Information Publication Scheme

As well as responding to requests for information, Parish Councils must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme sets out the Parish Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help do this the ICO has developed a model publication scheme that all public authorities must use. Patching Parish Council has adopted the model as required. It is suitable for all sectors and consists of seven commitments and seven classes of information. It commits the Parish Council (PC) to publish certain classes of information, and specifies how the information should be made available, what the PC can charge, and what the PC needs to tell members of the public about the scheme.

The PC has also produced:

- a guide to information, specifying what information you publish and how it is available, for example, online or by contacting you; and
- a schedule of fees, saying what you charge for information.

The model scheme, guide to information, and schedule of fees are all available on the PC website.

Parish Councils are expected to make available the information in guide to information unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Issue Date	Version	Comments
01-JUN21	1.0	Initial issue
23/08/2021	1.0	Adopted by Patching Parish Council

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

[Charges which may be made for information published under this scheme](#)

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

[Written requests](#)

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Information available from Patching Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts - current information only.</p>	<p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/the-parish-council/</p>	<p>Free of charge</p>
<p>Who's who on the Council and its Committees</p>	<p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/</p>	<p>Free of charge</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/</p>	<p>Free of charge</p>
<p>Location of main Council office and accessibility details</p>	<p>NOT APPLICABLE</p>	<p></p>
<p>Staffing structure</p>	<p>NOT APPLICABLE</p>	<p></p>
<p></p>	<p></p>	<p></p>

Information to be published	How the information can be obtained	Cost
<p>Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit, current and previous financial year as a minimum</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>Members’ allowances and expenses</p> <p>List of current contracts awarded and value of contract</p> <p>Borrowing Approval letter</p>	<p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/financial-information/</p> <p>NOT APPLICABLE</p> <p>NOT APPLICABLE</p>	<p>Free of charge</p>
<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews - current and previous year as a minimum</p> <p>Parish Plan (current and previous year as a minimum)</p>	<p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-neighbourhood-plan/patching-neighbourhood-plan/</p>	<p>Free of charge</p>

Information to be published	How the information can be obtained	Cost
Annual Report to Parish Meeting (current and previous year as a minimum)	Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/agendas-and-minutes/	Free of charge
Quality status	NOT APPLICABLE	
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions - current and previous council year as a minimum</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p>	Website https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/agendas-and-minutes/	Free of charge

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only.</p> <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements <p>Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/policy-documents/</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/privacy-notice/</p> <p>https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/freedom-of-information/</p>	<p>Free of charge</p>

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	NOT APPLICABLE	
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only.	NOT APPLICABLE	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		

Information to be published	How the information can be obtained	Cost
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	NONE	

Contact details:

In the first instance requests for information should be made to the Parish Clerk at patchingpc@gmail.com

Contact details for Councillors are available on the website here:

<https://patching.claphamandpatching-pc.gov.uk/patching-parish-council/parish-councillors/>

SCHEDULE OF CHARGES

Hard copy document will be provided upon request to the Parish Clerk and subject to the following charges.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing	Patching Parish Council does not have printing equipment – therefore print requests will be subcontracted to a local print shop and charged at their prevailing rate.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation