



Salterforth Parish Council

Publication Scheme Policy

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Author:	Clerk & RFO	Adopted: April 2018
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ICO. Information Commissioner's Office

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.

Controlled

Information	Location	Cost
Class 1: Who we are and what we do: Names of Parish Councillors Contact details of Clerk	Website – Councillors Page	Free
Class 2: What we spend and how we spend it: Annual Governance and Accountability Return (AGAR) Internal Auditors Report End of Year Bank Reconciliation Significant Variances Report All Expenditure above £100 Budget/Precept Notice of Public Right to Inspect Notice of Audit Conclusion Financial Procedures and Regulations List of Current contracts awarded and value	Website – AGAR and Financial Page Not Applicable	Free
Class 3: What are our Priorities and how are we doing: Annual Parish Meeting Annual Parish Council Meeting Ordinary Parish Council Minutes	Website – Agenda’s and Minutes Page	Free
Class 4: How we make decisions: Parish Council Meetings Planning Applications Meeting Timetables	Website – Agenda’s and Minutes Page Website – Planning Page/Minutes Website – Meetings	Free

Information	Location	Cost
<p>Class 5: Policies and Procedures: Including but not limited to:</p> <ul style="list-style-type: none"> ➤ Standing Orders ➤ Financial Regulations ➤ Business Continuity ➤ Risk Management ➤ Internal Control ➤ Internal Control Review 	Website – Policies	Free
<p>Class 6: List and Registers Asset Register Members Interests</p>	Website – Asset Register Website – Members Pecuniary Interest Pendle Borough Council Website	Free
<p>Class 7: The Services we Offer: Seating Bus Shelters</p>	Website – Asset Register	Free

Accessing Information not included within the Model Publication Scheme

Information held by Salterforth Parish Council 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 (FOIA).

Written requests must include your real name and be submitted to the Clerk at:

clerk@salterforth-pc.gov.uk

Council's Response to a written request

Your request will be recorded in a FOI register on and we will respond within 10 working days to:

- confirm to you whether it holds the information.
- advise you if a fee will be charged.
- provide you with the information (after any relevant fee has been paid) unless it is assessed to be a vexatious/repeat request or be subject to an exemption.

Responses will be in accordance with the Freedom of Information Act 2000 as set out in guidance provided by the Information Commissioner's Office, which is available at: [Guide to freedom of information | ICO](#).

Exempt Information

The FOIA provides for the exemption of some information from disclosure, for example, if it would be harmful to another person. We will inform you if an exemption applies to the information you are requesting.

Vexatious or repeated requests

NPC is committed to openness and transparency, however, responding to vexatious and/or habitual requests can be both time consuming and wasteful of our limited resources. Therefore, these will be assessed and responded to in accordance with our Vexatious Requests policy, which is published on our website.

Fees

Disbursement costs:

Website: free of charge

Email & attachments: free of charge

Printing or photocopying will be charged at 10p per sheet.

Postage (if required) will be charged at cost.

Staff Costs:

A charge of £25 per hour will be implemented should the estimated staff costs involved in locating and/or compiling the requested information exceed £450.

An estimate of all charges to be implemented will be provided in advance and for agreement prior to any work commencing.