

CLUTTON PARISH COUNCIL – FREEDOM OF INFORMATION PUBLICATION SCHEME

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Clutton Parish Council formally adopts the Model Publication Scheme, outlined below.

The Protection of Freedoms Act 2012 requires councils to publish datasets disclosed as a result of freedom of information requests. This duty is subject to discretion on the part of the Council not to publish datasets where a council is satisfied that it is not appropriate for the dataset to be published.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Clutton Parish Council is made readily available to the public, either free of charge or on payment.

Information is available for inspection from Clutton Parish Council, on request. As the Parish Council only employs a small number of staff, prior notification of the subject of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

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)</p> <p>This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees, Portfolios & working groups	www.clutton.org.uk	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	www.clutton.org.uk	FOC
Location of main Council office and accessibility details	www.clutton.org.uk	FOC
Staffing structure	www.clutton.org.uk	FOC

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<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	www.clutton.org.uk	FOC
Finalised budget	www.clutton.org.uk	FOC
Precept	www.clutton.org.uk	FOC
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	www.clutton.org.uk	FOC
Grants given and received	www.clutton.org.uk	FOC
List of current contracts awarded and value of contract	n/a	
Members’ allowances and expenses	n/a	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Action Plan (current and previous year as a minimum)	www.clutton.org.uk	FOC
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	n/a	

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<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Agendas of meetings (as above)</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>From the clerk@clutton.org.uk on request</p>	<p>FOC if emailed 10p per sheet in hardcopy</p>
<p>Responses to consultation papers</p>	<p>From the Clerk@clutton.org.uk on request</p>	<p>FOC if emailed 10p per sheet in hardcopy</p>
<p>Responses to planning applications</p>	<p>www.banes.gov.uk via www.clutton.org.uk</p>	<p>FOC</p>
<p>Bye-laws</p>	<p>n/a</p>	

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<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy, Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p>www.clutton.org.uk</p>	<p>FOC</p>
<p>Schedule of charges)for the publication of information)</p>	<p>www.clutton.org.uk</p>	

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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)	Available to view by contacting the clerk	n/a
Assets Register	www.clutton.org.uk	FOC
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	n/a	
Register of members' interests	www.banes.gov.uk via www.clutton.org.uk	FOC
Register of gifts and hospitality	Available to view by contacting the clerk	n/a
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	(hard copy or website; some information may only be available by inspection)	
Allotments	www.clutton.org.uk	FOC
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	www.clutton.org.uk	
Seating, litter bins, clocks, memorials and lighting	n/a	

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Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Available to view by contacting the clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	n/a	

WRITTEN REQUESTS

Information held by Clutton 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.

CONTACT DETAILS

Helen Richardson, Parish Clerk, Clutton Parish Council, PO Box 1287, Clutton. BS39 5XX

Email: clerk@clutton.org.uk **Telephone:** 07542 689398

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Other documents (Price on application)	Based on Clerks hourly rate, and other costs incurred.

* the actual cost incurred by the public authority

REVIEW HISTORY

To be reviewed annually

First Draft to working group	9/10/17
Approved by Parish Council	16/10/17
Reviewed by Parish Council	19/11/18
Date of next Review	November 2019