

Ardleigh Parish Council

Information Document for the

Model Publication Scheme

Legislation: Freedom of Information Act 2000

Ardleigh Parish Council has adopted the publication scheme prepared and approved by the Information Commissioner.

The 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 the Parish Council:

- 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.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

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

Where it is within the Council's capability, 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, written requests can be made to the Clerk.

Contact the Clerk by email, phone or in writing. Written requests should be made to: Ardleigh Parish Council Clerk, PO Box 12865, Colchester CO7 7EZ.

Your request must include your name, correspondence address and a description of the information you require. The Council will respond within 20 working days of receipt of your written request and will confirm whether it holds the information and whether a fee will be charged.

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.

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

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 will be made for actual disbursements incurred such as:

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

The following charges will apply for photocopying and printing:

A4 page 15p per sheet

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

Exemptions

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018.

Further Help

Contact the Parish Clerk – email info@ardleigh-pc.gov.uk or phone 01206 414989. Detailed guidance can be found on the website of the Information Commissioner.

Complaints

Complaints about the Council's response to a request can be made in writing to the Clerk at the above address. If the outcome of this is not satisfactory, the complaint can be made to Information Commissioner at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow, SK9 5AF

Tel: 01625 545700

Email: mail@ico.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees (where applicable)	Hard copy Website	A4 – 15p per sheet Free
Contact details for Parish Clerk and Council members	Hard copy Website	A4 – 15p per sheet Free
Location of main Council office and accessibility details (where applicable)	Hard copy Website	A4 – 15p per sheet Free
Staffing structure, where applicable	Hard copy Website	A4 – 15p per sheet Free

<p>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form (AGAR) and reports by the internal and external auditors	Hard copy Website	A4 – 15p per sheet Free
Finalised budget	Hard copy Website	A4 – 15p per sheet Free
Precept	Hard copy Website	A4 – 15p per sheet Free
Borrowing Approval letter (where applicable)	Hard copy Website	A4 – 15p per sheet Free
Financial Regulations	Hard copy Website	A4 – 15p per sheet Free
Grants given and received	Hard copy Website	A4 – 15p per sheet Free
List of current contracts awarded and value of contract	Hard copy	A4 – 15p per sheet Plus costs for time
Members' allowances and expenses	Hard copy	A4 – 15p per sheet Plus costs for time

<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>		
Neighbourhood Plan	Hard copy Website	A4 – 15p per sheet Free
Audit Reports	Hard copy Website	A4 – 15p per sheet Free
Annual Report to Annual Meeting	Hard copy Website	A4 – 15p per sheet Free
Playground Inspection Reports	Hard copy Website	A4 – 15p per sheet Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings where applicable and parish meetings)	Hard copy Website	A4 – 15p per sheet Free
Agendas of meetings (as above)	Hard copy Website	A4 – 15p per sheet Free
Minutes of meetings (as above) after Council approval – except material considered to be exempt from disclosure	Hard copy Website	A4 – 15p per sheet Free

Reports presented to council meetings after Council approval – except material considered to be exempt from disclosure	Hard copy	A4 – 15p per sheet
Responses to consultation papers	Hard copy	A4 – 15p per sheet
Responses to planning applications	Website (see local authority website - Tendring District Council)	Free
Bye-laws (where applicable)	Hard copy Website	A4 – 15p per sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <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 	Hard copy Website	A4 – 15p per sheet Free

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>
<p>Information Security policies</p>	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>
<p>Records management policies (document retention, destruction and archive)</p>	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>
<p>Data protection policies (including data sharing and CCTV usage)</p>	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>		
<p>Any publicly available register or list owned by the Parish Council</p>	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy Website</p>	<p>A4 – 15p per sheet Free</p>

Disclosure log	Hard copy	A4 – 15p per sheet
Register of Members' interests	Hard copy Website	A4 – 15p per sheet Free
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		
Burial grounds and closed churchyards	Hard copy	A4 – 15p per sheet
Village Hall	Hard copy	A4 – 15p per sheet
Parks, play areas and recreation ground	Hard copy	A4 – 15p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	A4 – 15p per sheet
Bus shelters	Hard copy	A4 – 15p per sheet
Burial Fees	Hard copy	A4 – 15p per sheet
Additional Information Information not itemised in the lists above		

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/printing 15p per sheet (black & white)	Actual cost.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Time £20.00 per hour or part hour.	Actual cost subject to a minimum charge of £20.00.

Adopted by the Council: March 2024

Minute No: 24.044

Review Date: February 2024