

# Publication Scheme

*Revised scheme, as adopted at Effingham Parish Council Meeting of 26 February 2013 at Minute 42.13 to update and replace the earlier version which had expired.*

## Publication Scheme

This Publication Scheme is provided as required under Section 19 of the Freedom of Information Act 2000.

## About the Publication Scheme

The Publication Scheme commits a 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;
- specify the information which is held by the council and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update on a regular basis the information the council makes available under the scheme;
- produce a schedule of fees charged for information which is made proactively available;
- make this publication scheme available to the public.

## Effingham Parish Council's Publication Scheme

We have based our Publication Scheme on the Information Commissioner's model scheme. It lists all the categories of information that Effingham Parish Council is committed to making available to the public as part of its normal business activities.

## Exclusions

The categories of information will generally not include:

- information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly 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.

## How information is made available

Where practical Effingham Parish Council will make the information covered by this Publication Scheme available on this website.

Where impracticable to make information available on the website, or if you are unable to access it using the website, you can ask for it in another form using the contact information below.

Some information may only be available by viewing in person. Contact the Clerk for information on how to arrange a time to view it.

We will provide information in the language in which it is held, or in other such language that is legally required. We will translate information if legally required to.

We will adhere to obligations under disability and discrimination legislation, and any other legislation, to provide information under this scheme in other forms.

## Charges

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy, and some information will only be available for inspection.

The Parish Council is allowed to charge for disbursements such as:

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

Subject to a charging regime specified by Parliament, the Parish Council is also allowed to charge for information provided under this Publication Scheme if the charges are:

- legally authorised;
- justified in all the circumstances (including the general principles of the right of access to information held by public authorities);
- in accordance with a published schedule of fees which is readily available to the public. This is shown below.

If a charge is to be made, we will confirm the payment due before we provide the information. We will usually request payment before disclosure.

#### Schedule of charges

This table shows how charges will be arrived at:

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 20p per A4 sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£20 per hour of Clerk's time beyond the maximum number of hours the Council is obliged to provide per request.	In accordance with the relevant legislation

### Publication Scheme

Information to be published	How the information can be obtained	Charge if any
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. Current information only		
Who's who on the Council and its committees	Web-site	
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Web-site	
Location of main Council office and accessibility details	Web-site	
Staffing structure	Hard copy – contact Clerk	Disbursement

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy – contact Clerk	Disbursement
Finalised budget	Hard copy – contact Clerk	Disbursement
Precept	Hard copy – contact Clerk	Disbursement
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Web-site	
Grants given and received	Hard copy – contact Clerk	Disbursement
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Disbursement
Members’ allowances and expenses	Hard copy – contact Clerk	Disbursement
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>		
Parish Plan (current and previous year as a minimum)	Web-site	
Chairman’s Report to Annual Parish Meeting (current and previous year as a minimum)	Web-site	
Quality status	N/a	
Local charters drawn up in accordance with DCLG guideline	N/a	
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions. Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish Meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above)	Website	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	Disbursement
Responses to consultation papers	Hard copy – contact Clerk	Disbursement
Responses to planning applications	Web-site (EPC and/or GBC)	
Bye-laws	Hard copy – contact Clerk	Disbursement
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Web-site	

Policy statements		
<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          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy – contact Clerk	Disbursement
Policies and procedures for handling requests for information	Web-site	
Information security policy	Hard copy – contact Clerk	Disbursement
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	Disbursement
Data protection policies	Hard copy – contact Clerk	Disbursement
Schedule of charges (for the publication of information)	Web-site	
<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only. Some information may only be available for inspection</p>		
Any publicly available register or list	Contact Clerk	Disbursement
Assets Register	Contact Clerk	Disbursement
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy – contact Clerk	Disbursement
Register of members’ interests	Web-site	
Register of gifts and hospitality	Hard copy – contact Clerk	Disbursement
<p><b>Class 7 – The services we offer</b>          Information about the services we offer, including leaflets, guidance and newsletters. Current information only. Some information may only be available for inspection.</p>		
Allotments	Contact Clerk	Disbursement
Burial grounds and closed churchyards	Contact Clerk	Disbursement
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	Disbursement
Bus shelters	Hard copy – contact Clerk	Disbursement
Markets	N/a	
Public conveniences	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web-site	

**Contact details:**

Clerk, Effingham Parish Council  
 The Parish Room, 3 Home Barn Court  
 The Street, Effingham, Surrey KT24 5LG

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