

Nafferton Parish Council

Freedom of Information Publication Scheme

Introduction

This Publication Scheme was adopted by Nafferton Parish Council at Minute V65.e. on Wednesday 10th September 2014 and is operational immediately.

The **Freedom of Information Act 2000** came fully into force on 1st January 2005. The aim of the act is to create openness between public authorities and the general public by giving the public the right to access information held by any public authority.

This publication scheme has been produced in accordance with Section 19 of the Freedom of Information Act 2000 (FOIA). A copy of our “**guide to proactively published information for the public**” follows on at the end of this document.

In producing this publication scheme, we hope to give greater access to information held by Nafferton Parish Council.

Access for all

We have aimed to make our publication scheme as accessible as possible, and as well as viewing the scheme on the website, it is also available in hard copy via the Clerk to the Council.

Publication Scheme

The publication scheme commits the Parish Council 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 Council.

The Scheme commits the Council to: -

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council 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 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.

- Review and update on a regular basis the information the Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

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 Council.

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

1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Parish Council's 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, the Parish Council will

indicate how information can be obtained by other means and provide it by those means.

3. 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.
4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.
5. 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.
6. 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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Fee charges

Where a fee is charged, it will be clearly displayed on our Publication Scheme next to the relevant information.

When a Freedom of Information request is made and requires more than 2 ½ days of staff time in order to determine if we hold the information, to locate and retrieve the information, your request may be exempt because it exceeds the £450 limit under FOIA Section 12. However we will offer you ways in which to condense your request to allow us to provide information free of charge or at a lower charge.

A notice of any fee charges will be sent to you within 20 working days of us receiving your request. We then allow 30 days for you to send the fee to us to allow the request to be processed, please be aware that your request will be considered void if payment is not received within 30 days.

For any request costing more than £5 to photocopy, print out or put into the prescribed format, an additional charge may be made. This will also be notified to you in the method as above. The standard charges that have been set are as follows:

- £25 per hour for staff time - FOIA Section13
- 10p per black and white print out or photocopy
- 50p per colour print out or photocopy

- Actual disbursement incurred as a result of viewing information, or as a result of complying with FOIA Section 11 to prepare information in a non-standard format or a different format to that held by the Parish Council.
- Actual disbursement incurred for materials or use of specialist equipment.

Charges will 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.

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.

Written Requests

Information held by the 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 2000.

Exemptions

Certain information held by Nafferton Parish Council will not be open to the public as it will be covered by one or more of exemptions within the Freedom of Information Act 2000. For example, section 41 provides that information provided in confidence shall not be released under the Freedom of Information Act 2000.

Feedback and Complaints

We always appreciate any feedback or comments that you may have. We always strive to give the best possible services to our customers. However, if you feel that you would like to make a complaint for any reason, be it that you feel your request has not been handled appropriately or it has not been dealt within the 20 working day time limit, your complaint will be dealt with by way of Nafferton Parish Council's Freedom of Information Complaints Procedure.

PLEASE NOTE: THE FREEDOM OF INFORMATION COMPLAINTS PROCEDURE IS SEPARATE FROM THE COUNCIL'S STANDARD COMPLAINTS PROCEDURE.

A GUIDE TO PROACTIVELY PUBLISHED INFORMATION FOR THE PUBLIC.

Information available from Nafferton Parish Council under the Model Publication Scheme
10th September 2014

| Information to be published | How the information can be obtained | Cost |
|---|--|-------------------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) (Current information only) | (website and/or hard copy) | |
| Who's who on the Council and its Committees | Website Parish Notice boards Hard copy | Free Free 10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy | Free 10p per sheet |
| 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) | (hard copy and/or website) | |
| Annual return form and report by auditor | Hard copy | 10p a sheet |
| Finalised budget | Website Hard copy | Free 10p a sheet |
| Precept | Website Hard copy | Free 10p a sheet |
| Financial Standing Orders and Regulations | Hard copy | 10p per sheet |
| Grants given and received | Hard copy | 10p per sheet |
| List of current contracts awarded and value of contract | Hard copy | 10p per sheet |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard copy | Free 10p per sheet |

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| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) (Current and previous council year as a minimum) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings, parish meetings and working groups) | Web-site Noticeboards Hard copy | Free Free 10p a sheet |
| Agendas of meetings of the Parish Council and Planning Committee Other Sub-Committees | Web-site Parish Notice boards Hard copy at meeting Parish Notice boards Hard copy at meeting | Free Free Free Free Free Free Free Free |
| Minutes of meetings of the Parish Council Other Sub-Committees NB: this will exclude information that is properly regarded as private to the meeting. | Web-site Hard copy of the minutes of the previous meeting. Web-site Hard copy of the minutes of the previous meeting. | Free 10p a sheet Free 10p a sheet |
| Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting. | Hard copy | 10p per sheet |
| Responses to consultation papers | Hard copy | 10p per sheet |
| Responses to planning applications | Website (minutes) Hard copy | Free 10p per sheet |
| Bye-laws | Hard copy | 10p per sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only) | (hard copy or website) | |

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|---|--|-----------------------|
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders | Website Hard copy } | Free |
| Committee and sub-committee terms of reference | Hard copy } | 10p per sheet |
| Code of Conduct | Website Hard copy } | Free |
| Policy statements | Hard copy } | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: | | |
| Internal policies relating to the delivery of services | | |
| Equality and diversity policy | Not available as still to be drafted for approval | |
| Health and Safety policy | | |
| Recruitment policies (including current vacancies) | | |
| Policies and procedures for handling requests for information | }Website }Hard Copy } | Free 10p per sheet |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Information security policy | Not available as still to be drafted for approval | |
| Records management policies (records retention, destruction and archive) | Hard copy | 10p per sheet |
| Data protection policies | Not available as still to be drafted for approval | |
| Schedule of charges (for the publication of information) | Hard copy | 10p per sheet |
| 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 | Hard copy | 10p a sheet |
| 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 | |

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|---|--|-----------------------------|
| Register of members' interests | Hard copy | 10p a sheet |
| Register of gifts and hospitality | Hard copy | 10p per sheet |
| 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 | (some information may only be available by inspection) | |
| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Website Hard copy Inspection of files as agreed with the Clerk | Free 10p a sheet Free |
| Seating, litter bins, memorials, lighting (Details in Asset Register) | Hard copy | 10p a sheet |
| Bus shelter | Hard copy | 10p a sheet |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees) | Hard copy | 10p a sheet |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above: | | |
| Remembrance Day Service | Website Hard copy | Free 10p a sheet |
| War Memorial | Website Hard copy | Free 10p a sheet |
| Nafferton Recreation Club | Website Hard copy | Free 10p a sheet |

Contact details:

All requests for hard copies should be made by e-mail or in writing to the:

Clerk to Nafferton Parish Council,

Mrs. Anne Tyler,
Breezy Cottage,
Main Street
Kelk,
East Yorkshire YO25 8HN
Tel: 01262 488702

SCHEDULE OF CHARGES

| Type of Charge | Description | Basis of Charge |
|--------------------------|--|---|
| Disbursement cost | Photocopying / Printing @ 10p per single sided sheet (black & white) | Actual cost * |
| | Photocopying / Printing @ 50p per single sided sheet (colour) | Actual cost* |
| | Postage | Actual cost of Royal Mail. All correspondence will be sent by standard 2nd class mail. If 1st class post is requested this will be charged at the appropriate rate. |
| Statutory Fee | Not applicable | In accordance with the relevant legislation (quote the actual statute) |
| Other | Staff time @ £25:00 per hour | Actual cost * |
| | Copies of archived items held by East Riding County Archives or solicitors | Cost on application* |

- The actual cost incurred by the Council, including any third party charges and Clerks time in producing or preparing the requested information.