



**OXTED PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

ADOPTED DECEMBER 2008

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1. INTRODUCTION	3
2. MODEL PUBLICATION SCHEME.....	4
3. INFORMATION AVAILABLE FROM OXTED PARISH COUNCIL UNDER THE FREEDOM	7
Class 1 - Who we are and what we do.....	7
Class 2 – What we spend and how we spend it.....	7
Class 3 – What our priorities are and how we are doing.....	8
Class 4 – How we make decisions.....	8
Class 5 – Our policies and procedures	9
Class 6 – Lists and Registers.....	10
Class 7 – The services we offer	10
4. CONTACT DETAILS:	11
5. COMPLAINTS PROCEDURE	12

1. INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act 2000 grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act (sections 19 & 20) requires every public authority to adopt and maintain a generic model publication scheme. The Information Commissioner's Office (ICO) has produced a new model publication scheme that all public sector organisations must adopt from 1st January 2009. Oxted Parish Council adopted the generic model publication scheme at their Council meeting on 9th December 2008. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, or by post. Much of the information can be viewed in person free of charge; however, it is necessary to book an appointment.

2. MODEL PUBLICATION SCHEME

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.

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.

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.

3. INFORMATION AVAILABLE FROM OXTED PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts (This will be current information only)	website /hard copy	Free/10p per A4 Sheet
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Parish Clerk and Council members	Website/hard copy	As above
Location of Council office and accessibility details	Website/hard copy	As above
Staffing structure	Hard copy	10p per A4 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	10p per A4 sheet
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	As above
Precept	Hard copy	As above
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website/hard copy	Free/10p per A4 sheet
Grants given and received	Website/hard copy	Free/10p per A4 Sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	N/A	N/A

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	N/A	N/A
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish (current and previous year as a minimum)	Website/hard copy	Free/10p per A4 sheet
Quality status	N/A	N/A
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous council year as a minimum)	Hard copy	10p per A4 sheet
Timetable of meetings (Council and Annual Parish Assembly)	Website/hard copy	Free/10p per A4 sheet
Agendas of meetings (as above)	Website/hard copy	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Website/hard copy	Free/10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet

<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)</p>	Website/hard copy	Free/10p per A4 sheet
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 Policy statements	Website/hard copy N/A N/A Website/hard copy N/A	Free/10p per A4 N/A N/A Free/10 per A4 N/A
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 Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A N/A N/A N/A Website/hard copy Website/hard copy	N/A N/A N/A N/A Free/10p per A4 Free/10p per A4
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	N/A	N/A
Schedule of charges for the publication of information	Website/hard copy	Free/10p per A4 sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	Website/hard copy ; some information may only be available by inspection)	Free/10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised)	Website/hard copy	Free/10p per A4 sheet
Assets Register	Website/hard copy	Free/10p per A4 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)	N/A	N/A
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	As above
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)	N/A	N/A
Allotments	N/A	N/A
Burial grounds – table of fees / regulations	Website/hard copy	Free/10p per A4 sheet
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/hard copy	Free/10p per A4 sheet

4. CONTACT DETAILS:

Website Address: www.oxted-pc.org.uk

Requests for hard copies can be made to: **Debbie Marshall, Parish Clerk**
Oxted Parish Council
Candletrees
Blackberry Lane
Lingfield
Surrey RH7 6NH

Email: oxtedpc@btconnect.com
Tel/fax: 01342 871613

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail 2 nd class
Freedom of Information Request	For information which costs public bodies less than £450 to retrieve & collate, there will be no charge.	

5. COMPLAINTS PROCEDURE

The Council would normally expect the parish clerk to understand what information you have asked for and to be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the parish clerk. If the information you have asked for is not available, the parish clerk will tell you why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details from, Oxted Parish Council, Candletrees, Blackberry Lane, Lingfield, Surrey, RH7 6NH
Telephone: 01342 871613 or E mail: oxtedpc@btconnect.com

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may contact the Information Commissioner to ask them to investigate the matter.