

# **LINDFIELD PARISH COUNCIL**

## **FREEDOM OF INFORMATION ACT**

### **PUBLICATION SCHEME**

**ADOPTED BY COUNCIL ON 11 DECEMBER 2008**

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**PUBLICATION SCHEME**

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## 1. INTRODUCTION

### The Freedom of Information Act

*Information Commissioner's Office: [www.ico.gov.uk](http://www.ico.gov.uk)*

The Freedom of Information Act gives the public a general right of access to information held by public authorities. Every public authority is required to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish information in accordance with that scheme.

The Information Commissioner's Office (ICO) has now introduced a model publication scheme that all public sector organizations should adopt from 1 January 2009.

In addition to adopting the generic model publication scheme, authorities must produce a guide to the specific information they hold and which is contained within any of the scheme's seven classes:

- 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

It is expected that the information can be easily identified and accessed by the general public. Authorities should commit to reviewing and updating their information guide and its contents on a regular basis.

Lindfield Parish Council adopted the generic model publication scheme at the Council meeting held on 11 December 2008

### The Publication Scheme

The Publication Scheme sets out information that is routinely made available. Information held that is not listed in the Guide to Information section of this document can still be requested and will be made available unless it is exempt material or can otherwise be legitimately withheld. Such requests should be made in writing or by email to the Parish Clerk, who will confirm whether the information requested is held and will normally supply it within 20 working days, in the format requested. Charges for disbursements, where applicable for hard copies, are shown in the Guide to Information.

## **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.

## INFORMATION ROUTINELY AVAILABLE FROM LINDFIELD PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME 2009

Information which is available on the Parish Council's website ([www.lindfieldparishcouncil.gov.uk](http://www.lindfieldparishcouncil.gov.uk)) is indicated in the schedule below.

Hard copies of the information in the schedule, for which a charge for disbursements may be made, as indicated below, can be requested from the Parish Office: in person, by telephone, by email or in writing. Postage will be charged at the rates applicable at the time.

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts (This will be current information only)		
Who's who on the Council and its Committees	Website Hard copy	6p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (where used))	Website Hard copy	6p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	6p per A4 sheet
Staffing structure	Website Hard copy	6p per A4 sheet

<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Annual return form and report by auditor	Hard copy	6p per A4 sheet
Finalised budget	Hard copy	6p per A4 sheet
Precept	Hard copy	6p per A4 sheet
Borrowing Approval letter	Not applicable at present	
Financial Standing Orders and Regulations	website Hard copy	6p per A4 sheet
Grants given and received	Hard copy	6p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	6p per A4 sheet
Members' allowances and expenses	Hard copy	6p per A4 sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free while stocks last then 6p per A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free
<del>Quality status</del>	Not applicable at present	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	Not applicable at present	

<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free
Agendas of meetings (as above)	Website Hard copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	6p per A4 sheet
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	6p per A4 sheet
Responses to consultation papers	Hard copy	6p per A4 sheet
Responses to planning applications	Hard copy	6p per A4 sheet
Bye-laws	Not applicable	

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
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 (in Standing Orders) Code of Conduct Policy statements	Web site/Hard copy Web site/hard copy Web site / Hard copy Hard copy Hard copy	6p per A4 sheet 6p per A4 sheet 6p per A4 sheet 6p per A4 sheet 6p per A4 sheet

<b>Class 5 – Our policies and procedures (cont'd)</b>		
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
<del>Internal policies relating to the delivery of services:</del>		
<del>Equality and diversity policy</del>	Web site/hard copy	6p per A4 sheet
<del>Health and safety policy</del>		
<del>Recruitment policies (including current vacancies)</del>	Web site/hard copy	Free
<del>Policies and procedures for handling requests for information</del>	Hard copy	Free
<del>Complaints procedures (including those covering requests for information and operating the publication scheme)</del>		
<del>Information security policy</del>	Not applicable	
<del>Records management policies (records retention, destruction and archive)</del>	Hard copy	6p per A4 sheet
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	Web site/hard copy	Free

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (some of the following information may only be available by inspection)		
Any publicly available register or list	Inspection / Hard copy	6p per A4 sheet
Assets Register	Inspection / Hard copy	6p per A4 sheet
<del>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)</del>	Not held	
Register of members' interests	Inspection / Hard copy	6p per A4 sheet
Register of gifts and hospitality	Inspection / Hard copy	6p per A4 sheet

<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only) (some of the following information may only be available by inspection)		
Allotments (plans; standard tenancy agreements)	Hard copy	6p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
<del>Parks, playing fields and recreational facilities</del>	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Inspection / Hard copy	6p per A4 sheet
Bus shelters	Inspection / Hard copy	6p per A4 sheet
<del>Markets</del>	Not applicable	
Public conveniences	Inspection / Hard copy	6p per A4 sheet
<del>Agency agreements</del>	Not applicable	
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>	Not applicable	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Lindfield Leaflet	Hard Copy	Free
Lindfield Directory	Hard Copy	Free

**Contact details:**

Lindfield Parish Council  
6 Denmans Lane  
Lindfield  
West Sussex  
RH16 2LB

Parish Clerk: Mrs. Christine Irwin  
Deputy Parish Clerk: Mr. Pieter Hemsley  
Responsible Financial Officer: Mrs. Sue Koliën

Telephone: 01444 484115

Email: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)

Website: [www.lindfieldparishcouncil.gov.uk](http://www.lindfieldparishcouncil.gov.uk)

The Parish Office is open to members of the public:  
Tuesdays 1.00 p.m. – 4.00 p.m.  
Thursdays and Fridays 10.00 a.m. – 1 .00 p.m.)  
and at other times by appointment

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 6p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 8p per A3 sheet	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		
<b>Freedom of Information Request</b> (For information not routinely provided but which may be requested under the provisions of the Freedom of Information Act)	For information which costs public bodies less than £450 to retrieve and collate there will be no charge other than disbursements for photocopying and postage.	

\* the actual cost incurred by the public authority