

# FREEDOM OF INFORMATION

## Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Strensall with Towthorpe Parish Council without further approval and will be valid until further notice.

This 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 Parish Council. 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 Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council 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 Parish Council 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.

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- 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 Parish 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

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 the Parish Council, 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, the Parish Council 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 Parish Council 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 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.

STRENSALL WITH TOWTHORPE PARISH COUNCIL

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

SECTION 20 – FREEDOM OF INFORMATION ACT 2000

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1 – who we are and what we do:</b>		
Strensall with Towthorpe Parish Council Office address: The Rainbow Centre, Robert Wilkinson School, West End, Strensall YO32 5UH  Clerk: 01904 491569 (office) e-mail: <a href="mailto:clerk.strensallpc@talktalk.net">clerk.strensallpc@talktalk.net</a>	Website	Free
	Notice Boards	Free
	Outreach newsletter	Free
Councillors and Committees	Website Outreach newsletter Hard copy	Free Free 5p per sheet
Contact details for Councillors and Parish Clerk	Website Outreach newsletter Hard Copy	Free Free 5p per sheet
<b>CLASS 2 – What we spend and how we Spend it</b>		
Current and previous financial year Finalised budget Annual Return & Auditors Report Precept Financial Regulations and Standing Orders Grants given and received List of current contracts awarded and the Value of the contracts	Personal viewing of the documentation by appointment with Parish Clerk at the Parish Office	
<b>CLASS 3 – What our priorities are and How we are doing</b>		
Annual Report to Parish Meeting	Website Hard copy	Free 5p per sheet

#### **CLASS 4 – How we make decisions**

Timetable of meetings:

all Parish Council meetings are held on the second Tuesday of each month.

A timetable of all Council and Committee Meetings is available	by e-mail hard copy	free 5p per sheet
Agendas	on all Notice Boards By e-mail hard copy	free 5p per sheet
Minutes	Hard copy at Library Website Hard copy	free free 5p per sheet
Reports presented to Council Meetings	website Hard copy	free 5p per sheet
Responses to planning applications	on City of York website Website Library Hard copy	free free free 5p per sheet
Byelaws	Hard copy	5p per sheet

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#### **CLASS 5 – Our policies and procedures**

Standing Orders Committee terms of reference Delegated authority to officers Code of Conduct Policy statements	Hard copy	5p per sheet
Policies and procedures for handling Requests for information Complaints procedure	as required by the Freedom of Information Act 2000	
Information security policy	personal viewing by appointment With the Parish Clerk	
Records Management policies	Greater than legal requirements	
Data Protection Policies	as required by Data Protection Act 1998	

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## **CLASS 6 – Lists and Registers**

Any publicly available register or list	on application to the Parish
Asset Register	Clerk
Register of Members' interests	
Register of Gifts and Hospitality	

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## **CLASS 7 – The services we offer**

Burial ground/cemetery	on application to Mrs S Walker
Allotments	
Parks, playing fields and recreational	on application to the
Facilities	Parish Clerk
Seating	
Litter bins	
Memorials	
Bus shelters	

A summary of services for which the Council  
Is entitled to recover a fee (together with those fees)

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## **SCHEDULE OF CHARGES:**

Postal fees:	as current Royal Mail second class rate
Photocopying:	5p per sheet

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Contact details:-

MRS SUSAN NUNN, THE RAINBOW CENTRE, ROBERT WILKINSON SCHOOL, WEST END, STRENSALL,  
YORK YO32 5UH – Tel: 491569 e-mail: [clerk.strensallpc@talktalk.net](mailto:clerk.strensallpc@talktalk.net)

**Model Publication Scheme adopted by Strensall with Towthorpe Parish Council on 8<sup>th</sup> December 2008**

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