

DENHAM PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

ADOPTED BY PARISH COUNCIL 8th December 2008

Denham Parish Council has adopted this model scheme produced in accordance with the Freedom of Information Act 2000 and will publish information in accordance with that scheme. Not all the documents referred to in this scheme necessarily relate to the work of this parish council.

This is a model publication scheme for parish, town and community councils (known collectively as 'local councils') in England and Wales. Local councils are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

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. The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Paul Graham, Clerk to Denham Parish Council
Village Hall, Village Road, Denham, Bucks UB9 5BN
01895 834709
clerk@denhampc.co.uk

Information available from Denham Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	
Who's who on the Council and its Committees	hard copy and/or website
Contact details for Parish Clerk and Council members	hard copy and/or website
Location of main Council office and accessibility details	hard copy and/or website
Staffing structure	hard copy
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	
Annual return form and report by auditor	hard copy
Finalised budget	hard copy
Precept	hard copy
Borrowing Approval letter	hard copy
Financial Standing Orders and Regulations	hard copy
Grants given and received	hard copy
List of current contracts awarded and value of contract	hard copy
Members' allowances and expenses	hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	hard copy
Annual Report to Parish Meeting	hard copy and/or website
Quality status	hard copy
Local charters drawn up in accordance with DCLG guidelines	hard copy

Class 4 – How we make decisions	
Decision making processes and records of decisions	
Timetable of meetings	hard copy and/or website
Agendas of meetings	hard copy
Minutes of meetings (excluding information that is properly regarded as private).	hard copy and/or website
Reports (excluding information that is properly regarded as private).	hard copy
Responses to consultation papers	hard copy
Responses to planning applications	hard copy and/or website
Bye-laws	hard copy
Class 5 – Our policies and procedures	hard copy
Current written protocols, policies and procedures for delivering our services and responsibilities	
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	hard copy
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)	hard copy
Information security policy	hard copy
Records management policies (records retention, destruction and archive)	hard copy
Data protection policies	hard copy
Schedule of charges (for the publication of information)	hard copy and/or website

Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list	hard copy
Assets Register	hard copy
Disclosure log	hard copy
Register of members' interests	South Bucks District Council
Register of gifts and hospitality	hard copy
Class 7 – The services we offer	
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Allotments	hard copy and/or website
Burial grounds and closed churchyards	hard copy
Community centres and village halls	hard copy
Parks, playing fields and recreational facilities	hard copy
Seating, litter bins, clocks, memorials and lighting	hard copy
Bus shelters	hard copy
Markets	hard copy
Public conveniences	hard copy
Agency agreements	hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy

Contact details:

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01895 834709
e-mail: clerk@denhampc.co.uk
website: www.denhampc.co.uk

Schedule of charges:

All information provided via the website is free.

Certain other information not available via the website may be provided free via e-mail by contacting the Clerk.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.73p per sheet (black & white)	2p
	Printing @ 10p per sheet (colour)	10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A