

BRADWELL ON SEA PARISH COUNCIL
FREEDOM OF INFORMATION – PUBLICATION SCHEME

ADOPTED AT THE PARISH COUNCIL MEETING DATED 16/12/2019

This model publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Bradwell on Sea 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.

The scheme commits Bradwell on Sea Parish Council:

- 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:

Where it is within the capability of Bradwell on Sea Parish Council, information will be provided on the Parish Council 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, hard copies can be requested, or an appointment made to view the requested information at a mutually convenient time and location 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 the Parish Council 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 Village 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.

Information available from Bradwell on Sea Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do This will be current information only (organisational information, structures, locations and contacts)	From the Clerk Website	Free Free
Who's who on the Council and it's committees	From the Clerk Website	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and e-mail addresses)	From the Clerk Website Parish magazine	Free Free Free
Location of main Council office and accessibility details	From the Clerk	Free
Staffing structure	From the Clerk	Free
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	From the Clerk Website	Free Free
Current and previous financial year information	From the Clerk Website	Free Free
Annual return form and report by auditor	From the Clerk Website	Free Free
Finalised budget	From the Clerk Website	Free Free
Precept	From the Clerk Website	Free Free
Borrowing approval letter	N/A	N/A
Financial Standing Orders and Regulations	From the Clerk Website	Free Free
Grants given and received	From the Clerk Website	Free Free
List of current contracts awarded and value of contract	From the Clerk Website	Free Free
Members allowances and expenses	From the Clerk Website	Free Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Website (part of minutes) Annual review From the Clerk	Free Free Free
Parish Plan	N/A	N/A
Annual report to Parish Meeting	From the Clerk Website	Free
Quality Status	N/A	N/A

Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions		
Decision making process and records of decisions	From the Clerk Website (as part of the minutes)	Free Free
Current and previous council year as a minimum	Noticeboard Hard copy – contact Clerk	Free 10p per sheet
Timetable of Parish Council meetings	Noticeboard (monthly) From the Clerk Website	Free Free Free
Agendas of meetings	Website Noticeboard From the Clerk	Free Free Free
Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting)	Website From the Clerk Hard copy – contact the Clerk	Free Free 10p per sheet
Reports presented to Council meetings (NB this will exclude information that is properly regarded as private in the meeting)	Contact the Clerk Hardcopy	Free 10p per sheet
Responses to consultation papers	Website (as part of the minutes) From the Clerk	Free Free
Responses to planning applications	Website (as part of the minutes) From the Clerk	Free Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services	Website From the Clerk Hard copy	Free Free 10p per 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	From the Clerk Website Hard copy	Free Free 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	N/A N/A	

Health and safety policy	Website	Free
Recruitment policy	From the Clerk	Free
Policies and procedures for handling requests for information	N/A	N/A
Complaints procedure (including those covering requests for information and operating the publication scheme)	From the Clerk	Free
	Website	Free
	From the Clerk	Free
Information security policy	From the Clerk	Free
Records management policies (records retention, destruction and archive)	From the Clerk	Free
	Website	Free
Data protection policies	From the Clerk	Free
	Website	Free
Schedule of charges (for the publication of information)	From the Clerk	Free
	Website	Free
Class 6 – Lists and registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	Inspection only	Free
Assets Register	From the Clerk	Free
	Website	Free
Disclosure log (indicating the information has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	N/A
Register of members interests	Website	Free
	From the Clerk	Free
Register of gifts and hospitality	From the Clerk	Free
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		
Allotments	N/A	N/A
Burial grounds and closed churchyards	From the Clerk	Free
Community centres and village halls	From the Clerk	Free
Parks, playing fields and recreational facilities	From the Clerk	Free
Seating, litter bins, clocks, memorials and lighting	From the Clerk	Free
Bus shelters	N/A	N/A
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	From the Clerk	Free
Additional information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Clerk for current figures.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying 10p @ sheet in black and white	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation

*the actual cost incurred by the public authority