

RETTENDON PARISH COUNCIL

Publication Scheme

This publication scheme commits Rettendon 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 authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Rettendon 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for

re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	N/a	
Staffing structure	Website	

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 or website)	
Annual return form and report by auditor	Hard copy posted by the Clerk Website	
Finalised budget	Hard copy posted by the Clerk By email Website	
Precept	Hard copy posted by Clerk By email	
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Hard copy posted by the Clerk By email Website	
Grants given and received	Hard copy posted by the Clerk By email	
List of current contracts awarded and value of contract	Hard copy posted by the Clerk By email	

Members' allowances and expenses	Hard copy posted by the Clerk	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy posted by the Clerk Website	
Quality status	Website	
Local charters drawn up in accordance with DCLG guidelines	Website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy posted by the Clerk Website	

Agendas of meetings (as above)	Noticeboard outside Rettendon Memorial Hall (formal notice) Other Parish noticeboards Website By email	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy posted by the Clerk By email	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy posted by the Clerk By email	
Responses to consultation papers	Hard copy posted by the Clerk By email	
Responses to planning applications	Recorded in minutes of Council meetings	
Bye-laws	N/a	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>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</p>	<p>On website Hard copy posted by the Clerk By email</p>	
<p>Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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</p>	<p>On website Hard copy posted by the Clerk By email</p>	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	On website	
Records management policies (records retention, destruction and archive)	On website	
Data protection policies	On website	
Schedule of charges (for the publication of information)	On website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice ¹)	N/a	
Assets register	Inspection on request to the Clerk	
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	
Register of members' interests	Available on Chelmsford City Council website	
Register of gifts and hospitality	N/a	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/a	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	Available on request	
Seating, litter bins, clocks, memorials and lighting	Available on request	
Bus shelters	Available on request	
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Katherine Kane, Clerk to the Council

10 Squirrels Field

Colchester

Essex

CO4 5YA

email: rettendonparishcouncil@outlook.com

Charges

No charges will be made for reasonable requests for copies of documents e.g. one copy per person.

Draft Documents

Draft documents will be issued/withheld at the Council's discretion as per the Freedom of Information Act Section 22 – see below.

Section 22 - information intended for future publication

This exemption may apply if the public authority intends to publish the requested information at some future date. This ensures that the FOI Act does not force public authorities into premature publication of information. This exemption is public interest tested.

- (1) Information is exempt information if –
- (a) the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not),
 - (b) the information was already held with a view to such publication at the time when the request for information was made, and
 - (c) it is reasonable in all the circumstances that the information should be withheld from disclosure until the date referred to in paragraph (a).
- (2) The duty to confirm or deny does not arise if, or to the extent that, compliance with section 1(1)(a) would involve the disclosure of any information (whether or not already recorded) which falls within subsection (1).

Data Protection Act

Corporate information can be viewed. Correspondence from residents cannot be viewed or copied without the express permission of the correspondent or unless it is deemed to be “in the public interests”, however, an overview of a subject can be produced on reasonable request.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. 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.