**Freedom of Information Act 2000**

**Model Publication Scheme**

Tendring Parish Council has adopted the publication scheme prepared and approved by the Information Commissioner.

The 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 the 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.

**Classes of Information**

* 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.

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.**

Tendring Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the Council’s capability, 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, written requests can be made to the Clerk.

Contact the Clerk by email, telephone or in writing. Written requests should be made to:

Tendring Parish Council Clerk, Mere Lodge, Palmerston Road, Thorpe le Soken, Essex, CO16 0LY.

Your request must include your name, correspondence address and a description of the information you require. The Council will respond within 30 working days of receipt of your written request and will confirm whether it holds the information and whether a fee will be charged.

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.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact the Clerk as above. An appointment to view the information will be arranged within a reasonable timescale.

**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 will be made for actual disbursements incurred such as:

* photocopying
* postage and packaging
* the costs directly incurred as a result of viewing information

The following charges will apply for photocopying and printing:

A4 page 10p per sheet

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

**Exemptions**

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018.

**Further Help**

Contact the Parish Clerk for further assistance - see above.

Detailed guidance can be found on the website of the Information Commissioner.

**Complaints**

Complaints about the Council’s response to a request can be made in writing to the Clerk at the above address. If the outcome of this is not satisfactory, the complaint can be made to Information Commissioner at:

Information Commissioner’s Office,

Wycliffe House,

Water Lane,

Wilmslow, SK9 5AF

Tel: 01625 545700 Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

Approved by Council: May 2023 Policy review: April 2024