

# Freedom of Information Publication Scheme

## for

### Alveston Parish Council

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#### Record of Document Change

Issue	Date	Change	Approval
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## **1. The Publication Scheme**

The scheme commits **Alveston Parish Council** (hereafter referred to as 'the council')

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
- To specify the information which is held by the 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 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.

## **2. Classes of Information**

### **Class 1 Who we are and what we do.**

Includes organisational information, locations and contacts, constitutional and legal governance.

### **Class 2 What we spend and how we spend it.**

Includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **Class 3 What our priorities are and how we are doing.**

May include strategy and performance information, our plans, assessments, inspections and reviews.

### **Class 4 How we make decisions.**

Includes proposals and decisions and our processes for decision making, our internal criteria and procedures. It may include consultations.

**Class 5 Our Policies and Procedures.**

This will include our current written protocols for delivering our functions and responsibilities.

**Class 6 Lists and Registers.**

Includes information held in registers required by law and other lists and registers relating to the functions of the council.

**Class 7 The Services we Offer.**

Where available will include advice and guidance, booklets and leaflets, transactions and media releases.

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.

**3. The Method of Publication**

- 3.1. The council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2. Where it is within the capability of the 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 Council will indicate how information can be obtained by other means and provide it by those means.
- 3.3. 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.
- 3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so
- 3.5. 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.

**4. Charges for Information.**

- 4.1. 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 council for routinely published material will be justified and transparent and kept to a minimum.
- 4.2. Material which is published and accessed on a website will be provided free of charge.
- 4.3. Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4. Charges may be made for actual disbursements incurred such as:

- i photocopying
  - ii postage and packaging
  - iii the costs directly incurred as a result of viewing information
- 4.5. Charges may also be made for information provided under this scheme where they are legally authorised and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6. If a charge is to be made, confirmation of the payment due will be given before the information is provided.
- 4.7. Payment may be requested prior to provision of the information.

## **5. Written Requests**

- 5.1. Information held by the 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 Alveston Parish Council under the Model Publication Scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Organisational information, structures, locations and contacts. This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p/sheet
Location of Council office and accessibility details	Website Hard Copy	Free 10p/sheet
Staffing structure	Website Hard Copy	Free 10p/sheet
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet

Information to be published	How the information can be obtained	Cost
Finalised budget	Website Hard copy	Free 10p/sheet
Precept	Website Hard copy	Free 10p/sheet
Borrowing Approval letter	Hard copy	10p/sheet
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants and donations given and received	Website Hard copy	Free 10p/sheet
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p>		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet
Quality status	Hard copy	10p/sheet
Local charters	Hard copy	10p/sheet
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions. Current and previous council year as a minimum</p>		
Timetable of meetings Council, committee meetings and parish meetings	Website Parish Notice Boards Helmet Hard Copy	Free Free Free 10p/sheet

Information to be published	How the information can be obtained	Cost
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy Website	10p/sheet Free
Responses to planning applications	Website Hard copy	Free 10p/sheet
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</p>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy	10p/sheet
Policies and procedures for the provision of services and the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> </ul>	Hard copy	10p/sheet



Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> <li>• Policies and procedures for requests for information</li> </ul>		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/sheet
Policies for the management of Records (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Hard copy	10p/sheet
Schedule of charges for the publication of information	Hard copy	10p/sheet
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p/sheet
Assets Register	Hard copy	10p/sheet
Register of members' interests	Hard copy	10p/sheet
<p><b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.</p>		
Cemetery	Hard copy	10p/sheet

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Information to be published	How the information can be obtained	Cost
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, memorials and lighting	Hard copy	10p/sheet
Bus shelters	Hard copy	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p/sheet

**Contact details:**

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