

RADWAY PARISH COUNCIL

PUBLICATION SCHEME

Date of Adoption	Review date
May 2023	
May 2024	
May 2025	
May 2026	May 2027

1. **Introduction**

- a. Our Publication Scheme is based on the model that has been prepared and approved by the Information Commissioner.
- b. 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.
- c. The scheme is a guide to the information that we routinely publish. It is not a definitive list of actual publications of Radway Parish Council but rather it is a description of the classes or types of information published.

2. **Commitment**

Our scheme commits us:

- a. 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.
- b. To specify the information which is held by the authority and falls within the classification below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. 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.
- e. To review and update on a regular basis the information the authority makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.

3. **Information to be published**

Most of the information sources below can be accessed from the Parish Council's website and the remainder are available from the Parish Clerk (details below). A charge for hard copies will be incurred.

- a. Who we are and what we do
 - (a) Who's who on the Council and its Committees.
 - (b) Contact details for Parish Clerk and Council members.
 - (c) Location of main Council office and accessibility details.
- b. What we spend and how we spend it.

- (a) Annual return form and report by auditor.
 - (b) Finalised budget.
 - (c) Precept.
 - (d) Member's allowances and expenses.
 - (e) Financial Standing Orders and regulations
 - (f) Grants given and received.
 - (g) Current contracts awarded and value of contract.
 - (h) Details of all payments made and received.
- c. What are priorities are and how we are doing
- (a) Parish Plan.
 - (b) Chair's annual report to the Annual Parish Meeting.
- d. How we make decisions
- (a) Timetable of meetings.
 - (b) Agendas of meetings.
 - (c) Minutes of meetings, this will exclude information that is properly regarded as private to the meeting.
 - (d) Reports presented to council meetings, this will exclude information that is properly regarded as private to the meeting.
 - (e) Responses to consultation papers.
 - (f) Responses to planning applications.
- e. Our policies and procedures.
- (a) Policies and procedures for the conduct of council business:
 1. Procedural standing orders.
 2. Documentation Retention and Archive.
 3. Code of Conduct.
 4. Health and Safety
 5. Privacy Notice
 6. Risk Assessment
 7. Scheme of Delegation
 8. Social Media
 9. Equal Opportunities policy.
 10. Financial Regulations
 11. Freedom of Information
 12. Grant Awarding
 13. Complaints Procedure.

14. Publication Scheme
15. Co-Option Policy
16. GDPR policy

f. Lists of Registers.

- (a) Assets register.
- (b) Register of members' interests.
- (c) Registers of gifts and hospitality.

g. The services we offer.

- (a) Village green, playing fields, play area and recreational facilities
- (b) Seating, litter bins, memorials and lighting
- (c) Bus Shelters.

4. **Exclusions**

The classes of information we will not generally include:

- a. 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.
- b. Information in draft form.
- c. 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.

5. **Inspection of Documents and Charges**

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.

Material which is published and accessed on a website will be provided free of charge. Material that has to be photocopied will be charged at 10 pence per sheet (25 pence for colour) and postage if applicable will be charged at the actual cost. Information that can be sent by email will be free.

6. **Freedom of Information Fees**

The Parish Council will charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450.

Under these circumstances, the Parish Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Parish Council can decide to:

- Refuse the request; or
- Comply with the request and charge for allowable costs as prescribed in the regulations; or
- Comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Parish Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

7. **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.

Contact details:

Helen Hide-Wright, Clerk to the Parish Council
Tel: 07713 892835
E-mail: clerk@radwayparishcouncil.org.uk