

# Oulton Parish Council

## Freedom of Information Act

| Document Control |                  |                           |
|------------------|------------------|---------------------------|
| Review date      | 1 September 2020 | Minute reference: 862.9.4 |
| Next review date | September 2022   | Minute reference: TBC     |

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This 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 an authority:

- 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 assessed 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 Model publication

scheme Model publication scheme Version 1.2 20151023 2 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.**

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. Model publication scheme Model publication scheme Version 1.2 20151023 3

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

### **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 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.

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.

## Information available from Oulton Parish Council under the Model Publication Scheme

| Information to be published                                      | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <b>Class1 - Who we are and what we do</b>                        |                                     |      |
| (Organisational information, structures, locations and contacts) |                                     |      |
| This will be current information only                            |                                     |      |

|   |                      |                          |
|---|----------------------|--------------------------|
| Who's who on the Council and its Committees   | Website              | Free                     |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                    | Website              | Free                     |
| Location of main Council office and accessibility details   | Website              | Free                     |
| Staffing structure  | Website              | Free                     |
| <b>Class 2 – What we spend and how we spend it</b>  |                      |                          |
| (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous year as a minimum | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Annual return form and report by auditor  | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Finalised budget  | Hard copy            | 10p per A4 sheet         |
| Precept   | Hard copy            | 10p per A4 sheet         |
| Financial Standing Orders and Regulations   | Website              | Free                     |
| Grants given and received   | Hard copy            | 10p per A4 sheet         |
| List of current contracts awarded and value of contract   | Hard copy            | 10p per A4 sheet         |
| Members' allowances and expenses  | Hard copy            | 10p per A4 sheet         |
| <b>Class 3 – What our priorities are and how we are doing</b>   |                      |                          |
| (Strategies and plans, performance indicators, audits, inspections and reviews)   |                      |                          |

|  |   |                             |
|--|---|-----------------------------|
| Annual Report to Parish Meeting (current and previous year as a minimum)   | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |
| <b>Class 4 – How we make decisions</b>   |   |                             |
| (Decision making process and records of decisions)<br>Current and previous council year as a minimum   | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |
| Timetable of meetings (Council and any committee/sub-committee meetings<br>and parish meetings)  | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |
| Agendas of meetings (as above)   | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |
| Minutes of meetings (as above) – nb this will exclude information that is<br>properly regarded as private to the meeting.  | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |
| Reports presented to council meetings – nb this will exclude information that is<br>properly regarded as private to the meeting.   | Hard copy   | 10p per A4<br>sheet         |
| Responses to consultation papers   | Hard copy   | 10p per A4<br>sheet         |
| Responses to planning applications   | <a href="https://www.eastsuffolk.gov.uk/planning/planning-applications/publicaccess/">https://www.eastsuffolk.gov.uk/planning/planning-applications/publicaccess/</a> | Free                        |
| <b>Class 5 – Our policies and procedures</b>   |   |                             |
| Current written protocols, policies and procedures for delivering our services<br>and responsibilities<br>Current information only:<br>Code of Conduct<br>Financial Regulations<br>Freedom of Information Publication Scheme<br>Grant Awarding Policy<br>Risk Assessment & Management Policy | Website<br>Hard copy  | Free<br>10p per A4<br>sheet |

|  |   |                          |
|--|---|--------------------------|
| Standing Orders<br>Training and Development Policy<br>New policies adopted by Council  |   |                          |
| Schedule of charges (for the publication of information)   | Website<br>Hard copy  | Free<br>10p per A4 sheet |
| <b>Class 6 – Lists and Registers</b>   |   |                          |
| Assets register  | Website<br>Hard copy  | Free<br>10p per A4 sheet |
| Register of members' interests – available via East Suffolk Council website  | <a href="https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1">https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1</a> | Free<br>10p per A4 sheet |
| Register of gifts and hospitality  | Hard copy   | 10p per A4 sheet         |
| <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)<br><br>Current information only | Hard copy   | 10p per A4 sheet         |
| Allotments   | N/A   |                          |
| Burial grounds and closed churchyards, not applicable  | N/A   |                          |
| Community centres and village halls, not applicable  | N/A   |                          |
| Parks, playing fields and recreational facilities, not applicable  | Website   | Free                     |
| Seating & litter bins  | Hard copy   | 10p per A4 sheet         |
| Bus shelter  | Hard copy   | 10p per A4 sheet         |
| Public conveniences, not applicable  | N/A   |                          |
| Agency agreements, not applicable  | N/A   |                          |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees), not applicable                          | N/A   |                          |

| <b>Additional Information</b>               |           |                  |
|---|-----------|------------------|
| Items of news and general interest          | Website   | Free             |
| Members declaration of acceptance of office | Hard copy | 10p per A4 sheet |

## SCHEDULE OF CHARGES

| <b>TYPE OF CHARGE</b> | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b> |
|-----------------------|---|------------------------|
| Photocopying          | £0.10 per sheet (black & white)<br>£0.20 per sheet (colour) | Actual cost *          |
| Delivery*             | Royal Mail 2 <sup>nd</sup> class                            | Actual cost            |

\*Delivery of hard copies will normally be by Royal Mail 2<sup>nd</sup> class post. Other options are available at additional cost.

### Contact details:

Parish Clerk: Carla Petersen  
Address: 21 The Pastures, Lowestoft, Suffolk, NR32 4WT  
Tel: 01502 730166  
Email: [clerkoultonparishsuffolk@hotmail.co.uk](mailto:clerkoultonparishsuffolk@hotmail.co.uk)  
Web: <https://www.oultonpcsuffolk.info/>