



**FREEDOM OF  
INFORMATION  
POLICY**

**Introduced July 2015**

**Reviewed November 2016**

**February 2018**

**February 2019**

**April 2019 approved Full Council**

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## Model publication scheme

### Freedom of Information Act

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 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.**

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.

## **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.

The Parish Clerk  
Yaxley Parish Council  
Main Street  
Yaxley  
PE7 3LU  
Tel: 01733 241958  
Email: [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk)

**FREEDOM OF INFORMATION ACT 2000  
PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <b>This will be current information only</b> N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website, hard copy, email	Free/10p per page
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, email	Free/10p per page
Location of main Council office and accessibility details	Website, noticeboards, hard copy, email Email for details of accessibility	Free/10p per page
Staffing structure	Hard copy, website	10p per page
<b>Class 2 – What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Hard Copy	10p per page
Finalised budget	Hard copy	10p per page
Precept	Email, Hard Copy	Free/10p per page
Borrowing Approval letter	Hard Copy	10p per page
Financial Standing Orders and Regulations	Website, Email, Hard Copy	Free/10p per page
Grants given and received	Hard Copy	10p per page
List of current contracts awarded and value of contract	Hard Copy	10p per page
Members' allowances and expenses	Hard Copy	10p per page
<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and</b>		

<b>reviews)</b>		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy	Free/10p per page
Quality status	Hard Copy when applicable	10p per page
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard Copy and notice board	Free/10p per page
Agendas of meetings (as above)	Website, Hard Copy and notice board	Free/10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free/10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free/10p per page
Responses to consultation papers	Email, Hard Copy	Free/10p per page
Responses to planning applications	Email, Hard Copy	Free/10p per page
Bye-laws	Not applicable	
Decisions by the Proper Officer	Email, Hard Copy	10p per sheet plus postage

<p><b>Class 5 – Our policies and procedures</b>  <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>  <b>Current information only</b></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website, Hard Copy and email</p>	<p>Free/10p per page</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website, Hard Copy and email</p>	<p>Free/10p per page</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website, Hard Copy and email</p>	<p>Free/10p per page</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy and email</p>	<p>10p per sheet in paper format.</p>



<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>	(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)	Hard copy	10p per page
Assets Register	Hard copy	10p per page
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)	Not applicable	
Register of members' interests	Website, Hard Copy	10p per page
Register of gifts and hospitality	Original documents maintained by HDC. Hard <b>copy</b> of documents available at YPC	10p per page
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <b>Current information only</b>	(Some information may only be available by inspection)	
Allotments	Website, hard copy	Free/10p per page
Burial grounds and closed churchyards	Website, hard copy (some records by inspection only)	Free/10p per page
Community centres and village halls	Website, hard copy	Free/10p per page
Parks, playing fields and recreational facilities	Website, hard copy	Free/10p per page
Seating, litter bins, clocks, memorials and lighting	Website, hard copy	Free/10p per page
Bus shelters	Not applicable	
Public conveniences	Website, hard copy	
Agency agreements	Email, hard copy	Free/10p per page
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Website, hard copy	Free/10p per page

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Estimate of actual cost
	Photocopying per sheet (colour)	Not Available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

The Parish Clerk  
Yaxley Parish Council  
Amenity Centre  
48 Main Street  
Yaxley  
PE7 3LU  
Tel: 01733 241958  
Email: [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) website: [www.yaxleyparishcouncil.org.uk](http://www.yaxleyparishcouncil.org.uk)