

Calne Without Parish Council  
Finance Committee  
24<sup>th</sup> August 2020

### **Freedom of Information Requests: Disbursements**

The Parish Council has a scheme of Publications which indicates the information that is publicly available.

Part of the scheme is a schedule of cost associated with providing paper copies of the information items. Most items are available free of charge as electronic copies.

The current scale of charges was set some years ago and it is suggested that the amended set of charges as set out in the attached document be approved and recommended to Parish Council for adoption.

Current charges for photocopying £0.05 suggested charge £0.10.

### **Recommendation**

That the Finance Committee recommend the amended Model Publications document to the Parish Council for adoption.

## **Calne Without Parish Council**

### **Publication Scheme**

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 data set 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.

## Information available under the model publication scheme

Information to be published	Information can be obtained
<b>Class1 - Who we are and what we do</b> - Current information only	
Who's who on the Council and its Committees Contact details for Parish Clerk and Council members	Hard copy and/or Website
<b>Class 2 – What we spend and how we spend it</b> - Current and previous financial year	
Annual return form and report by auditor Precept Financial Regulations Grants given and received	Hard copy and/or Website
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan Budget and Spending Priorities	Website
<b>Class 4 – How we make decisions</b> - Current and previous council year	
Timetable of meetings (Parish Council and committee meetings) Agendas of meetings (Parish Council and committee meetings) Minutes of meetings (Parish Council and committee meetings) * Reports presented to council meetings * Responses to consultation papers and planning applications * This will exclude information that is properly regarded as private to the meeting.	Hard copy and/or Electronically
<b>Class 5 – Our policies and procedures</b> - Current information only	
Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct Policy Statements Document Management Policy (record retention, destruction and archive)	Hard copy and/or Website

<b>Class 6 – Lists and Registers</b> - Currently maintained lists and registers only	
Assets Register	Hard copy and/or Website
Register of members' interests	Wiltshire Council website

**Enquiries or requests for information detailed above should be made to:**

Sarah Glen  
Clerk  
Calne Without Parish Council  
Station House, Black Dog,  
Calne, Wiltshire  
SN11 0LU  
Telephone 01249 815621  
Email [clerk@calnewwithout-pc.gov.uk](mailto:clerk@calnewwithout-pc.gov.uk)

**Schedule of Charges**

Charges as at September 2020

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying@ 10p per single side A4 sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class