

Rendlesham Parish Council

Freedom of Information Act – Publication Scheme

Rendlesham Parish Council has adopted the ICO model publication scheme. This publication scheme 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 the Parish Council 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 classifications below.
- To specify which information 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 the 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.

The classes of information detailed below 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.

<u>Information</u>	<u>Format</u>	<u>Charge</u>
<i>Who is who on the Council and its committees</i>		
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard Copy	Free 10p per sheet
Location of Main Council Office and accessibility details	Website Hard copy	Free 10p per sheet
Staffing Structure	Website Hard Copy	Free 10p per sheet
<i>What we spend and how we spend it.</i> <i>Financial Information relating to projected and actual income and expenditure, tendering, procurement and contracts</i>		
Annual return form and report by annual auditor	Website Hard Copy	Free 10p per sheet
Finalised budget	Website Hard Copy	Free 10p per sheet
Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval Letter	Hard Copy	10p per sheet
Financial Regulations and Standing Orders	Website Hard copy	Free 10p per sheet

Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet
<u>Information</u>	<u>Format</u>	<u>Charge</u>
<i>What our priorities are and how we are doing</i> <i>Strategy and performance information plans, assessments, inspections and reviews</i>		
Community/Action Plans	Hard copy	10p per sheet
<i>How we make decisions</i> <i>Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations</i>		
Timetable of meetings (Council, any committee/sub committee meetings and community meetings)	Website Hard Copy	Free 10p per sheet

Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) Note: this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Website Hard Copy	Free 10p per sheet
Responses to planning applications	Website Hard Copy	Free 10p per sheet
Bye laws	Hard Copy	10p per sheet
<i>Our policies and procedures</i> <i>Current written protocols for delivering our functions and responsibilities</i>		
<u>Policies and procedures for the conduct of council business:</u> Procedural Standing Orders Committee and sub-committee Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements	Website Hard Copy	Free 10p per sheet
<u>Policies and procedures for the provision of services and about employment of staff:</u> Internal policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy	Website Hard Copy	Free 10p per sheet

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) Persistent and vexatious complaints policy		
Information Security Policy	Website Hard Copy	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p per sheet
Data Protection Policies	Website Hard Copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per sheet
<i>List and Registers</i> <i>Information held in registers required by law and other lists and registers relating to the functions of the authority</i>		
Any publicly available register or list	Website Hard Copy	Free 10p per sheet
Assets Register	Website Hard Copy	Free 10p per sheet
Disclosure Log	Website Hard Copy	Free 10p per sheet

Register of Members Interests	ESDC Website Hard Copy	Free 10p per sheet
Register of Gifts and Hospitality	Website Hard Copy	Free 10p per sheet

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

Rendlesham Parish Council will always indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the Council’s capability, information will be provided on our website. Where it is impracticable to make information available on our 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.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the Parish Clerk. An appointment to view the information will be arranged within a reasonable timescale.

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 provision of the Freedom of Information Act.

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. 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.

The Parish Clerk can be contacted as follows:

Email: clerk@rendleshampc.org