



Publication Scheme

Revision: January 2017, April 2023 (to include new provisions on website)
Approved: 10 November 2017, May 2018, May 2019
Minute: Minute 90/17

Background

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The main principle behind the FOI legislation is that people have the right to know about the activities of public authorities. The Act only covers public authorities. The Parish Council is classed as a public authority under Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What is a Publication Scheme?

As well as responding to requests for information the Act requires every public authority to have a Publication Scheme and to publish information covered by the scheme. This scheme provides the public with a structured listing of information released, it also specifies how you should make the information available and what you can charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme

The Information Commissioners Office (ICO) has developed a model Publication Scheme for public authorities to use. Sunningdale Parish Council has used the ICO Model Scheme to create its own publication scheme. This defines information that the Parish Council holds and is accessible to members of the public.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post or email to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Sunningdale Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

Requests for Information

Anyone can request information in writing or by e-mail. The request must include details of the applicant's address in the Parish and the information sought. The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Requests for information should be made to:

The Clerk, Sunningdale Parish Council
 The Pavilion, Broomhall Lane, Sunningdale. SL5 0QS
 Email: clerk@sunningdaleparish.org.uk
 Tel: 01344 874268

Class of Information

1) Council Information

Information on Organisational information, structures, locations, and contacts	How the Information can be obtained	Charge
Councillors and Committees Members	Provided on the Website Parish Notice Boards	No Charge
Contact details for Council members and Parish Clerk	Provided on the Website Parish Notice Boards	No Charge
Address of the Council office Accessibility details	Provided on the Website Parish Notice Boards	No Charge
Staffing structure	Provided on the Website	No Charge

2) Financial Information

Information for Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit	How the Information can be obtained	Charge
Annual return form and report by auditor (limited to current and previous year)	Provided on the Website	Printing Fee if required
Finalised budget	Provided on the Website	Printing Fee if required
Precept	Provided on the Website	Printing Fee if required
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Provided on the Website	Printing Fee if required
Grants given and received	Provided on the Website	Printing Fee if required
List of current contracts awarded and value of contract	Provided on the Website	Printing Fee if required
Members' allowances and expenses	Request to the Clerk	£20 per hour
Selected Financial Reports for the current financial year	Provided on the Website	Printing Fee if required

3) Council Priorities

Information on Strategies, plans, performance indicators, audits, inspections, and reviews	How the Information can be obtained	Charge
Parish Plan (limited to current and previous year)	Provided on the Website	No Charge
Annual Report to Parish or Community (limited to current and previous year)	Provided on the Website	No Charge
Quality status	Not Applicable	No Charge
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	No Charge

4) Council Decisions and Process

Information on decision making processes and records of decisions	How the Information can be obtained	Charge
Timetable of meetings to include Council and Committee Meetings and Annual Parish Meetings	Provided on the Website Parish Notice Boards	No Charge
Agendas of meetings as detailed above	Provided on the Website Parish Notice Boards	No Charge
Minutes of meetings as detailed above NOTE: This will exclude information that is properly regarded as private to the meeting.	Provided on the Website	No Charge
Reports presented to council meetings NOTE: This will exclude information that is properly regarded as private to the meeting.	Provided on the Website	Printing Fee if required
Responses to consultation papers	Request to the Clerk	£25 per hour
Responses to planning applications	Provided on the Website	Printing Fee if required
Byelaws	Provided on the Website	Printing Fee if required

5) Council Policies and Procedures

Information regarding current written protocols, policies, and procedures for delivering our services and responsibilities Current information only	How the Information can be obtained	Charge
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • Declarations of Acceptance of Office 	Available on the Website / and / or Request to the Clerk	No Charge / and / or printing fee
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	Request to the Clerk	£25 per hour

<ul style="list-style-type: none"> 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) 		
Information security policy	Request to the Clerk	£25 per hour
Records management policies (records retention, destruction, and archive)	Request to the Clerk	£25 per hour
Data protection policies	Request to the Clerk	£25 per hour

6) Council Lists and Registers

Information about currently maintained lists and registers only	How the Information can be obtained	Charge
Any publicly available register or list	Request to the Clerk	£25 per hour
Assets Register	Request to the Clerk	£25 per hour
Disclosure log	Request to the Clerk	£25 per hour
Register of members' interests	Available on the Website	No Charge
Register of gifts and hospitality	Available on the Website	No Charge

7) Council Services

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	How the Information can be obtained	Charge
Allotments	Available on the Website	No Charge
Burial grounds and closed churchyards	Available on the Website	No Charge
Community centres and village halls	Available on the Website	No Charge
Parks, playing fields and recreational facilities	Available on the Website	No Charge
Seating, litter bins, clocks, memorials, and lighting	Available on the Website	No Charge
Bus shelters	Available on the Website	No Charge
Markets	None	
Public conveniences	Available on the Website	No Charge
Agency agreements	Available on the Website	No Charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available on the Website	No Charge

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 40p per sheet (black & white)	Printing Cost
	Photocopying @ 80p per sheet (colour)	Printing Cost
	Postage	Cost of Royal Mail standard 2 nd class
Clerk's Time	£25 per hour	Cost incurred by the council