



PUBLICATION SCHEME AND SCHEDULE

Introduction

The Freedom of Information Act 2000 (FOIA) deals with access to official documents and gives individuals or organisations the right to request information from any public authority. The Information Commissioner's Office (ICO) has produced a Model Publication Scheme which has been adopted by Somerford Parish Council. The Scheme sets out the Classes of Information which must be available to the public. The Model Publication Scheme can be viewed on the ICO website.

There is no specific requirement from the ICO as to how the information is to be available but, as Somerford Parish Council has a website, the majority of the information is provided there.

Somerford Parish Council has also produced a Schedule which details how the information will be made available and any fees charged for access to that information.

The ICO website offers further guidance on the Freedom of Information Act www.ico.gov.uk.

The Publication Scheme

This Publication Scheme commits Somerford Parish Council to make information available to the public as part of its normal business activities. All requests for information should normally be directed to the Clerk in the first instance. Where necessary the Clerk will consult the Chair or the full Council for guidance. Somerford Parish Council will keep a record of any requests under the FOIA and details of what information was provided, and when.

The information covered by the Publication Scheme is included in the Classes of Information set out 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 Somerford Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by it and falls within the classifications below.
- To specify the information which is held by it 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 Somerford Parish Council 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 Somerford Parish Council that has been requested, and any updated versions it holds, unless it 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 Somerford Parish Council 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

Somerford Parish Council 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 Somerford Parish Council, 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, Somerford Parish 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, 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 Somerford Parish 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.

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 Somerford Parish Council 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 circumstances, including the general principles of the right of access to information held by public authorities,

justified and are in accordance with the published schedule and schedule of fees below.

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 for information held by Somerford Parish Council 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.

Somerford Parish Council recognises that people are entitled to request information that it holds, and wherever possible it will try to make such information available as quickly as possible. But there may be times when requests or repeated requests put a disproportionate burden on the Clerk or Council.

The Freedom of Information Act 2000 allows a request to be refused if it is vexatious, i.e. where the request is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation.

A request may be refused which seeks the same, or substantially the same information, as the applicant has previously requested, unless a reasonable time has passed between the requests. In such circumstances the Council will send the applicant a refusal notice telling them their request is vexatious or a repeat. However where such a notice in response to an earlier request has already been sent, the Council may not need to send another.

Any request (from the same applicant) will be considered on its merits.

The Schedule

Information available from Somerford Parish Council under the Freedom of Information Act 2000 and associated costs

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held'. When an individual does not wish to access the information by the website then charges for hard copy information will apply, as set out below.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
List of Council members and their responsibilities as well a list of Council Committees	Full contact details of the Council and the Clerk are on the website	N/A
Location of main Council office and accessibility details	The Council has no physical office so the main contact is through the Clerk.	N/A
Staffing structure	The Clerk is the sole employee	N/A
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Website	N/A
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	N/A
Finalised budget	Website	N/A
Precept	Website	N/A
All items of expenditure above £100	Website (in both Agendas	N/A

	and Minutes)	
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Website	N/A
List of current contracts awarded and value of contract	Website if applicable	N/A
Members' allowances and expenses The Chairman only was granted a £250 allowance in January 2024 in furtherance of his official duties	Individual claims for expenses may be made as and when such costs are incurred. Reported as part of regular financial information on the website	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual governance statement in format included in the Annual Governance and Accountability Return	Website and on Parish Noticeboards	N/A
Neighbourhood Plan	Website	N/A
Annual Report to Parish or Community Meeting	Website, as part of the minutes of the meeting	N/A
Quality status	Clerk pursuing CiLCA qualification so that the Council can renew its Quality Gold status	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website as appropriate	N/A

Class 4 – How we make decisions (Decision making processes and records)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	N/A
Agendas of meetings (as above)	Website and Parish Noticeboards	N/A
Minutes of meetings (as above)	Website. Material is excluded that is properly considered to be exempt from disclosure	N/A
Reports presented to council meetings	Website. Material is excluded that is properly considered to be exempt from disclosure	N/A
Responses to consultation papers	Website	N/A
Responses to planning applications	Website (in minutes of Council meetings)	N/A
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	N/A
Policies and procedures for the provision of services and about the employment of staff:	Website	N/A

• Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	N/A
Class 6 – Lists and Registers Currently maintained lists and registers		
Information legally required to hold in publicly available registers	Hard copy or website; some information may only be available by inspection on request	N/A
Assets register, including details of public land and building assets	Website	N/A
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy if needed	Schedule below
Register of members' interests	Website	N/A
Register of gifts and hospitality	On request	N/A
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters		

produced for the public and businesses (current information only)		
Parks, playing fields and recreational facilities including seating and litter bins	Website	N/A
Newsletter	Hard copy (free) and on Website	N/A
Services for which we are entitled to recover a fee	N/A	N/A
Additional Information	N/A	N/A
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white) @2p per sheet	Actual cost estimate
	Photocopying per sheet (colour) @8p per sheet	Actual cost estimate
	Postage	Actual cost of Royal Mail standard 2 nd class

For further information or clarification please contact the clerk:
clerk@somerfordparishcouncil.gov.uk

Or by phone:
07734808677