

Information available from Crowthorne Parish Council under the Model Publication Scheme Adopted by Council – April 2015

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish it in accordance with the scheme.

This guidance gives examples of the kinds of information that Crowthorne Parish Council will provide in order to meet their commitments under the model publication scheme.

Crowthorne Parish Council will endeavour to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Public authorities must publish under their publication scheme and any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	On the website On the noticeboard	Website free Hard copy 15p per sheet
Who's who on the Council and its Committees	On the website Available from the Parish Office	Website free Hard copy 15p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On the website On the noticeboard Available from the Parish Office	Website free Inspection free Hard copy 15p per sheet
Location of main Council office and accessibility details	On the website On the noticeboard	Website free 15p per sheet
Staffing structure	On the website Available from the Parish Office	Website free Inspection free Hard copy 15p per sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Information is available on the website or can be viewed at the Parish Office (Viewing by appointment only please contact the Clerk)	Website free Inspection free Hard copy 15p per sheet
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received	As above	As above

Current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current and previous year as a minimum	Information is either available on the website or can be viewed at the Parish Office	Website free Inspection free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(Viewing by appointment only please contact the Clerk)	Hard copy 15p per sheet
Local Council Award Scheme		
Parish Plan (current and previous year as a minimum)	No Parish Plan in place	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Information is either available on the website or can be viewed at the Parish Office	Website free Inspection free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(Viewing by appointment only please contact the Clerk)	Hard copy 15p per sheet
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws	None in force	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Information is either available on the website or can be viewed at	Website free

	the Parish Office	Inspection free
<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>	(Viewing by appointment only please contact the Clerk)	Hard copy 15p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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) Records management policies (retention, destruction and archive) Data protection policies</p>	<p>Information is either available on the website or can be viewed at the Parish Office</p> <p>(Viewing by appointment only please contact the Clerk)</p>	<p>Website free Inspection free</p> <p>Hard copy 15p per sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>Information is either available on the website or can be viewed at the Parish Office</p>	<p>Website free Inspection free</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Assets register Register of gifts and hospitality</p>	<p>(Viewing by appointment only please contact the Clerk)</p>	<p>Website free Inspection free</p> <p>Hard copy</p>

Register of members' interests		15p per sheet
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 in existence	
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 Agency agreements Community centres and village halls Markets Parks, playing fields and recreational facilities Public conveniences Seating, litter bins, clocks, memorials and lighting A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Information is either available on the website or can be viewed at the Parish Office (Viewing by appointment only please contact the Clerk)	Website free Inspection free Hard copy 15p per sheet
Allotments	Not applicable	
Bus shelters	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Additional Information 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 Information Act	Parish Office Requests will be responded to within 20 working days	As per the Schedule of Charges

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 @ 15p per sheet (black & white)	These include the cost of reproduction (paper, toner etc),
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		The appropriate cost limit for a request is £450 for public authorities (equivalent to 2.5 days work)
		When estimating the cost of compliance, the following is taken into consideration <ul style="list-style-type: none"> • Determining whether it holds the information requested • Locating the information • Retrieving such information or documents • The cost of staff time associated with these activities.

Contact details:

CROWTHORNE PARISH COUNCIL

Clerk to the Council: Adele Swadling
The Parish Office, Morgan Centre, Wellington Road, Crowthorne, RG45 7LD
Tel. 01344 771251
Email: clerk@crowthornepc.org.uk