

Freedom of Information Act

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication Schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act requires every public body to adopt and maintain a generic model publication scheme. Hopesay Parish Council has adopted the generic model publication Scheme and it is intended to provide everyone interested in the Council with a comprehensive guide to information that the Council will automatically and routinely publish or otherwise make available to the public.

Freedom of Information Requests and the Publication Scheme

The publication scheme sets out the information that is routinely available. Information that is not listed in this document can still be requested and it will be made available unless it can legitimately be withheld. This may be done by making a written request to the Parish Clerk who will reply within fourteen working days.

Model Publication Scheme

The model publication scheme has been prepared and approved by the Information Commissioner and may be adopted by any public authority. Hopesay Parish Council will indicate clearly what information is covered by the scheme and how it can be obtained. The purpose of the scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public.

Information available from Hopesay Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Current organisational information, structures, locations and contacts	Parish Council notice boards Parish Council website	None
Who's who on the Council and its Committees (if any)	Parish Council website	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Parish Council notice boards (clerk) Parish Council website By email from Clerk	None
Location of main Council office and accessibility details	Council does not have separate office. Clerk's address is registered 'office', details on website	None
Staffing structure – there is no staffing structure as Council only has one employee (part time clerk)	N/A	N/A
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)	Parish Council website & notice boards Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Current and previous financial year as a minimum (This would include any borrowing arrangements, where applicable)		
Annual return form and report by auditor	Parish Council website & notice boards Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Finalised budget Including Members' allowances and expenses, if any	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate

Precept	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Financial Standing Orders and Regulations	Parish Council website Hard copy available on request to the Clerk	Photo copying costs where appropriate
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 This would include the new Local Council Award Scheme status if applicable	Parish Council website	None
Parish Plan (current, including updates, and previous if relevant)	Available on request to the Clerk	None
Annual Report to Parish Meeting (current and previous year as a minimum)	Available on request to the Clerk	None
Class 4 – How we make decisions (Decision making processes and records of decisions, including by-laws, if applicable) Current and previous council year as a minimum	Parish Council website Parish Council minutes Parish Council Standing Orders Parish Council financial Regulations	None
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council website & notice boards Parish Council minutes	None
Agendas of meetings (as above)	Parish Council website Parish Council notice boards	None

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Council website Parish Council notice boards	None
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Council website Parish Council minutes	None
Responses to consultation papers	Parish Council minutes, on website and notice boards	None
Responses to planning applications	Parish Council minutes, on website and notice boards Shropshire Council Planning Dept.	None
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Parish Council website	None
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officer (see Standing Orders and Financial Regulations Code of Conduct	Parish Council website	None
Policies and procedures for the provision of services and about the employment of staff: Grievance and Disciplinary, Bullying and Harassment Policies Equal Opportunities, Equality and Diversity policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Council website; And available by request to the Clerk	Photo copying costs where appropriate

Records management policies (records retention, destruction and archive)	Available by request to the Clerk	Photo copying costs where appropriate
Data protection policies, including GDPR related information	Parish Council website or available by request to the Clerk	Photo copying costs where appropriate
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers Currently maintained lists and registers only	Parish Council website	None
Assets register	Parish Council website	None
Register of members' interests	Parish Council website Shropshire Council website	None
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters) Current information only	Parish Council website (some information may only be available by inspection)	None
Green Spaces and recreational facilities	As above	None
Seating and lighting	As above	None
Periodic consultations, as and when carried out	Parish Council minutes & website	None
Additional Information This section is to publish information not itemised in the lists above		
None		

Contact details:

Contact details for the Clerk / RFO are found on the Parish Council's website

www.hopesayparishcouncil.org.uk

The Clerk can be contacted by email at

clerk@hopesayparishcouncil.org.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .15p per sheet (black & white)	Actual cost
	Photocopying per sheet (colour)	Not available
	Postage, envelopes	Actual cost of Royal Mail standard 2 nd class, actual cost of envelope(s)