

BROADCLYST PARISH COUNCIL

**Publication Scheme
(FREEDOM OF INFORMATION)**

Introduction

Broadclyst Parish Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Parish Council's responsibility to make them available.

To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. Broadclyst Parish Council bases its costs on 10p per page and £25 per hour to cover location and extraction of information. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Signed **Chairman of the Council**

Date of Adoption of Policy

Appendix

Information available from Broadclyst 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 (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Web Hard Copy – contact Parish Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Hard Copy – contact Parish Clerk	Free Free
Location of main Council office and accessibility details	Web Hard Copy – contact Parish Clerk	Free Free
Staffing structure	Web Hard Copy – contact Parish Clerk	Free Free
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		
Annual return form and report by auditor	Hard Copy – contact Responsible Financial Officer	Free
Finalised budget	Web Hard Copy – contact Responsible Financial Officer	Free Free
Precept	Web Hard Copy – contact Responsible Financial Officer	Free Free
Borrowing Approval letter	Hard Copy – contact Responsible Financial Officer	Free
Financial Standing Orders and Regulations	Web Hard Copy – contact Parish Clerk	Free Free
Grants given and received	Web	Free

	Hard Copy – contact Responsible Financial Officer	Free
List of current contracts awarded and value of contract	Web	Free
	Hard Copy – contact Parish Clerk	Free
Members’ allowances and expenses	Web	Free
	Hard Copy – contact Responsible Financial Officer	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Agendas of meetings (as above)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Minutes of meetings (as above)	Web	Free
	Hard Copy – contact Parish Clerk	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web	Free
	Hard Copy – contact Parish Clerk	Free
Responses to consultation papers	Web	Free
	Hard Copy – contact Parish Clerk	Free
Responses to planning applications	Hard Copy – contact Parish Clerk (NB also available on District Council website)	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Web	Free

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – contact Parish Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equalities 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)	Web Hard Copy – contact Parish Clerk	Free Free
Information security policy	Hard Copy – contact Parish Clerk	Free
Records management policies (records retention, destruction and archive)	Web Hard Copy – contact Parish Clerk	Free Free
Data protection policies	Web Hard Copy – contact Parish Clerk	Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy – contact Parish Clerk	Free
Assets Register	Inspection only – contact Responsible Financial Officer	Free
Register of members’ interests	Inspection only – contact Parish Clerk (NB also available on District Council website)	Free
Register of gifts and hospitality	Inspection only – contact Parish Clerk	Free
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		
Allotments	Web Hard Copy – contact Parish Clerk	Free Free
Burial grounds and closed churchyards	Not applicable	
Sports Pavilions	Web	Free

	Hard Copy – Contact Parish Clerk	Free
Parks, playing fields and recreational facilities	Web	Free
	Hard Copy – Contact Parish Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Web	Free
	Hard Copy – Contact Parish Clerk	Free
Bus shelters	Web	Free
	Hard Copy – Contact Parish Clerk	Free
Public conveniences	Web	Free
	Hard Copy – Contact Parish Clerk	Free
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Contact details:

Mrs Angie Hurren
Parish Clerk
Broadclyst Parish Council
19 New Buildings
Broadclyst
Devon EX5 3EX

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published for information as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour	In accordance with the relevant legislation
Other	None	