

## **This is Arborfield & Newland Parish Councils Freedom of Information Publication Scheme**

The Arborfield & Newland Parish Council committee is responsible for maintenance of this scheme, which was approved on 20<sup>th</sup> January 2009.

### **1. Introduction: what a publication scheme is and why it has been developed**

This publication scheme commits Arborfield & Newland Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Arborfield & Newland Parish Council

The scheme commits Arborfield & Newland Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Arborfield & Newland Parish Council and falls within the classifications below.
- To specify the information which is held by Arborfield & Newland Parish Council 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 Arborfield & Newland 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.

### **2. Classes of information**

#### **1 Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2 What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **3 What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4 How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**5 Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**6 Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**7 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.

**3 The method by which information published under this scheme will be made available**

The Arborfield & Newland 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 Arborfield & Newland Parish Council, information will be provided on our 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, we 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 an authority 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.

#### **4. 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 the 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

#### **5. Written requests**

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 of Information Act.

#### **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.arborfield.org.uk](http://www.arborfield.org.uk)

Email: **parishclerk@arborfield.org.uk**

Tel: **0118 976 1489**

Contact Address: **Arborfield & Newland Parish Council, The Parish Office, Arborfield Village Hall, Eversley Road, Arborfield, Berkshire, RG2 9PQ**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme [**and isn’t on our website**], you can still contact the Parish Council to ask if we have it.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

Information available from Arborfield & Newland Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p><u>This will be current information only</u></p>	<p>W = Website <a href="http://www.arborfield.org.uk">www.arborfield.org.uk</a></p> <p>NB = Notice Boards</p> <p>H = Hard copy</p>	
Who's who on the Council and its Committees	W, NB, H	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	W, NB, H	
Location of main Council office and accessibility details	W, NB, H	
Staffing Structure	W, NB, H	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	H	
Finalised budget	W, H	
Precept	W, H	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	W, H	
Grants given and received	W, H (in minutes)	
List of current contracts awarded and value of contract	H	
Members allowances and expenses	H	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	n/a Currently under construction	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	H	
Quality Status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	W, H	
Agendas of meetings (as above)	W, NB, H	
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	W, H	
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	W, H (in minutes)	
Responses to consultation papers	W, H (in minutes)	
Responses to planning applications	W, H (in minutes)	
Bye - laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business;		
Procedural standing orders	W, H	
Committee and sub-committee terms of reference	W, H	
Delegated authority in respect of officers	H	
Code of Conduct/Policy statements	W, H	
Policies and procedures for the provision of services and about the employment of staff		
Internal policies relating to the delivery of services	W, H	
Equality and diversity policy	W, H	

Health and safety policy	W, H	
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)	W, H	
Information security policy	H	
Records management policies (records, retention, destruction and archive)	W, H	
Data protection policies	W, H	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be published; in most circumstances existing access provisions will suffice)	H	
Assets Register	H	
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members interests	W, H	
Register of gifts and hospitality	H	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	W, H	
Community centres and village halls	W, H	
Parks, playing fields and recreational facilities	W, H	
Seating, litter bins, clocks, memorials and lighting	W, H	
Bus shelters	W, H	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b>		
<b>Contact details</b>	Arborfield & Newland Parish Council The Parish Office Arborfield Village Hall Eversley Road Arborfield Berkshire RG2 9PQ 0118 976 1489 <a href="mailto:parishclerk@arborfield.org.uk">parishclerk@arborfield.org.uk</a> <a href="http://www.arborfield.org.uk">www.arborfield.org.uk</a>	
<b>Schedule of Charges</b> This describes how the charges have been arrived at and should be published as part of the guide.		
<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	20p per sheet (black & white) plus £5 administration fee	Administration Costs
	25p per sheet (colour) plus £5 administration fee	
<b>Other</b>		
* the actual cost incurred by the public authority		