

# **1. INTRODUCTION**

## **1.1. The Freedom of Information Act 2000**

The Freedom of Information Act 2000 (FOIA) provides rights of public access to information held by public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

## **1.2. Publication Scheme**

The Act requires every public authority to adopt and maintain a generic model Publication Scheme which should be adopted and operated by all public authorities from 1 January 2009.

North Horsham Parish Council adopted the generic model Publication Scheme at the Council Meeting held on 13th November 2008.

It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

## **1.3. Freedom of Information Requests and the Publication Scheme**

It is important to note that a Publication Scheme sets out simply the information that is routinely available.

Information that is not listed in the 'Guide to Information Available' at the end of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

## **1.4. The Parish Council's Commitment to the Act**

The Parish Council is committed to openness and accountability and already makes large amounts of information available to the public through its website, via the telephone, by post or by personal visits to the Parish Office where much of the information can be viewed free of charge. Occasionally, it may be necessary to book an appointment.

## **2. MODEL PUBLICATION SCHEME**

**2.1.** This model Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

**2.2.** This Publication Scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

**2.3.** The Scheme commits an authority –

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

### **3. CLASSES OF INFORMATION**

#### **Class 1 - Who we are and what we do**

Information about the organisation, information, locations and contacts, constitutional and legal governance

#### **Class 2 - What we spend and how we spend it**

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

#### **Class 3 - What our priorities are and how we are doing**

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

#### **Class 4 - How we make decisions**

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

#### **Class 5 - Our policies and procedures**

Current written protocols for delivering our functions and responsibilities

#### **Class 6 - Lists and registers.**

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

#### **Class 7 - The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

#### **3.2. The classes of information will not generally include –**

- The disclosure of information the disclosure 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.

## **4. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE**

- 4.1.** The authority will indicate clearly to the public what information is covered by this Scheme and how it can be obtained
  
- 4.2.** Where it is within the capability of a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means
  
- 4.3.** 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
  
- 4.4.** 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
  
- 4.5.** 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

## **5. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME**

- 5.1.** 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 authority for routinely published material will be justified and transparent and kept to a minimum
- 5.2.** Material which is published and accessed on a website will be provided free of charge
- 5.3.** Charges may be made for information subject to a charging regime specified by Parliament
- 5.4.** Charges may be made for actual disbursements incurred such as –
- photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
- 5.5.** 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
- 5.6.** 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

## **6. 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 2000.

## 7. COMPLAINTS PROCEDURE

7.1. The Parish Council would normally expect the Parish Clerk or a named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Parish Clerk or named officer. If the information is not available you will be told why.

7.2. If you believe that the Parish Council has not dealt with your request fairly and it cannot deal with it satisfactorily on an informal basis, you should follow our Complaints Procedure. You can get details of the Procedure from –

The Parish Clerk,  
North Horsham Parish Council,  
Roffey Millennium Hall,  
Crawley Road,  
Horsham,  
West Sussex,  
RH12 4DT

Telephone - 01403 750786

Email - [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

7.3. If you have followed our Complaints Procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate this matter further at -

Website                    [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone                08456 30 60 60 or 01625 545745

Postal Address        The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

## 8. CONTACT DETAILS

Website Address - [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

Requests for hard copies to be made to -

Sue Kemp, Parish Clerk  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

Telephone -01403 750786

Email - [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

## 9. SCHEDULE OF CHARGES

DESCRIPTION OF CHARGE	BASIS OF CHARGE
Photocopying @10p per page (black and white only)	Actual cost
Postage	Actual cost of Royal Mail second class postage rates
<b>Freedom of Information request</b> For information which costs public bodies less than £450 to retrieve and collate, there will be no charges made, other than those stated in this Scheme. The £450 is roughly equivalent to two and half days work – S.12 of the Freedom of Information Act 2000 S9A of the Data Protection Act 1998 (inserted by S69 of the Freedom of Information Act 2000	

## INFORMATION AVAILABLE FROM NORTH HORSHAM PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW TO OBTAIN THE INFORMATION	COST
<b>Class 1 – Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Council Members and the Parish Clerk and other key staff	Website/hard copy	As above
Location of main Council office and accessibility details	Website/hard copy	As above
Staffing structure	Website/hard copy	As above
<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 Current and previous year as a minimum		
Annual Return form and Report by Auditor	Website/hard copy	As above
Finalised Budget	Website/hard copy	As above
Precept	Website/hard copy	As above
Borrowing Approval letter	Hard copy	10p per A4 copy
Financial Standing Orders and Regulations	Website/hard copy	As above
List of current contracts awarded and value of contract	Hard copy	10p per A4 copy
Members' allowances and expenses	Website/hard copy	As above
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews	Hard Copy	10p per A4 copy
Parish Plan	Website Hard copy	Free 10p per A4 page
Annual Report to Annual Meeting of Electors	Website/hard copy	As above
Quality Status Portfolio	Hard copy	10p per A4 page

INFORMATION TO BE PUBLISHED	HOW TO OBTAIN THE INFORMATION	COST
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions		
Timetable of meetings (Council and Committee meetings and the Annual Meeting of the Electors of the Parish)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings	Website/hard copy	As above
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	Website/hard copy	As above
Reports presented to meetings - this will exclude information that is properly regarded as private to the meeting	Website/hard copy	As above
Responses to Consultation papers	Website/hard copy	As above
Responses to Planning Applications	Website/hard copy	As above
<b>Class 5 – Our Policies and Procedures</b> Current written Protocols, Policies and Procedures for delivering our services and responsibilities		
Policies and Procedures for the conduct of Council business – <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee Terms of Reference</li> <li>• Delegated Authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> </ul>	Website Hard copy	Free 10p per A4 sheet
Policies and Procedures and about the employment of staff - <ul style="list-style-type: none"> <li>• Internal Policies relating to the delivery of services</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Recruitment Policies (including current vacancies)</li> <li>• Policies and Procedures for handling requests for information</li> <li>• Complaints Procedures (including those covering requests for information and operating the Publication Scheme)</li> </ul>	Website Hard copy	Free 10p per A4 sheet

INFORMATION TO BE PUBLISHED	HOW TO OBTAIN THE INFORMATION	COST
<b>Class 5 – Our Policies and Procedures contd. ...</b> Current written Protocols, Policies and Procedures for delivering our services and responsibilities		
Information Security Policy	Website Hard copy	Free 10p per A4 sheet
Records Management Policies (records retention, destruction and archive)	Website/hard copy	As above
Data Protection Policies	Website/hard copy	As above
Schedule of Charges for the publication of information	Website/hard copy	As above
<b>Class 6 – Lists and Registers</b> Currently maintained Lists and Registers only		
Any publicly available Register or List	Website/hard copy	As above
Asset Register	Website/hard copy	As above
Registers of Members' Interests	Website/hard copy	As above
Register of gifts and hospitality	Website/hard copy	As above
<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		
Allotments	Website/hard copy	As above
Burial Grounds and closed Churchyards	Website/hard copy	As above
Community Centres and Village Halls	Website/hard copy	As above
Parks, playing fields and recreational facilities	Website/hard copy	As above
Seating, litter bins, clocks, memorials and lighting	Website/hard copy	As above
Bus Shelters	Website/hard copy	As above
Agency agreements	Website/hard copy	As above
A summary of services for which the Council is entitled to recover a fee, together with these fees e.g. burial fees	Website/hard copy	As above
<b>Any other additional information</b>	<b>Upon request by hard copy if available</b>	

