

LANDEWEDNACK PARISH COUNCIL

Freedom of Information Model Publication Scheme

The 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.

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.

The scheme commits Landewednack Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the 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 the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available

Classes of information

Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.

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

Our policies and procedures. Current written protocols for delivering our functions and responsibilities.

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

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.

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

The 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 the Council, 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, the Council 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 the Council 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.

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.

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.

Reviewed and adopted by Landewednack Parish Council at its meeting held on June 15th 2017.

Next review date: May 2018

Information available from Landewednack Parish Council under the model publication scheme:

Information to be published	How the Information can be obtained	Cost
CLASS 1: Who we are and what we do	<p>On the Council Website www.landewednackparishcouncil.org.uk</p> <p>From the Clerk: Diane Shepherd, 1 Telvyn Cottages, The Lizard Village, TR12 7NQ</p> <p>On the Council noticeboard</p>	Free
Who is Who on the Council and its Committees	<p>Website and from the Clerk</p> <p>On the Council noticeboard</p>	Free
Contact details for the Parish Clerk and Council members	<p>Website and from the Clerk</p> <p>On the Council noticeboard</p>	Free
Location of office	1 Telvyn Cottages, The Lizard Village, TR12 7NQ	

CLASS 2: What we spend and how we spend it	<p>Audited Accounts available in autumn each year.</p> <p>Notice posted on Parish Noticeboards and website</p> <p>Audited accounts available on the Website and from the Clerk</p>	3p a sheet
Finalised budget	<p>Available from December 1st for the following year.</p> <p>Posted on the Website and from the Clerk</p>	3p a sheet
Precept	<p>Available from the Audited Accounts and the finalised budget</p> <p>Posted on the Website and available from the Clerk</p>	Free
Financial Standing Orders and Regulations	<p>Approved regulations and standing orders available from the Clerk</p> <p>Posted on the Website</p>	3p a sheet
Grants given and received	<p>Set out in the budget and the audited accounts.</p> <p>Posted on the website and available from the Clerk</p>	Free
Members allowances and expenses	<p>If applicable available in the Audited Accounts</p>	Free
CLASS 3: What are our priorities and how are we doing		
Annual Report to the Parish Meeting	<p>Set out in the minutes of the Annual Parish Meeting available on the Website and from the Clerk</p>	Free

CLASS 4 : How we make decisions		
Timetable of Meetings	Posted on the Council noticeboard Website and available from the Clerk	Free
Agendas of Meetings	Posted on the Council noticeboard Website and available from the Clerk	Free
Minutes of Meetings	Posted on the website and available from the Clerk Posted on the Council noticeboard in draft within seven days of the Council meeting. Confidential items will be excluded.	3p a sheet
Reports presented to Council Meetings	Reports available for inspection by appointment with the Clerk. Confidential items will be excluded. Copies available on request	3p a sheet
Responses to Consultation papers	As above	As Above
Responses to planning applications	Planning Committee with contact details listed on Website and Noticeboard Planning Applications listed on Agendas on Noticeboard and Website	As Above
CLASS 5: Our Policies and Procedures		
Standing Orders, Codes of Conduct, Committee terms of reference, policy statements, procedures	Website and available from the Clerk	3p a sheet

Complaints procedure	Website and available from the Clerk Posted on the Council noticeboard	Free
CLASS 6: Lists and Registers		
Register of members interests	Website and available from the Clerk	3p a sheet
Asset Register	Website and available from the Clerk	3p a sheet
CLASS 7: The Services we offer		
Burial Grounds and Closed Churchyards	Register of burials available for inspection by appointment with the Clerk Fees available on the website and from the Clerk	Free
Bus Shelters, Notice Boards, Seats, The Green, Toilets, The Recreation Ground, Street Lights, Playground	Detailed list available from the Clerk on request and posted on the website. All Services are Free but donations are encouraged for parking and for the toilets	

Schedule of Charges:

Photocopying = 3p per black and white sheet. Charge for the Clerk's time in retrieval of information

Postage/Packing = Actual Cost of Royal Mail

Payment is due before the information is provided