

**FREEDOM OF INFORMATION
ACT 2000**

PUBLICATION SCHEME

**ADOPTED
16 DECEMBER 2008**

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the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

Additional Information

Additional Guidance of the Freedom of Information Act is available on the ICO website at www.ico.gov.uk or by telephone to their helpline 01625 545745.

Model Publication Scheme

Under the Freedom of Information it is the duty of every public authority to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) is changing the emphasis in the approval and operation of publication schemes to a generic model, which should be adopted, and operated by all public authorities from **1st January 2009**.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

This must be adopted in full, unedited and promoted alongside the guide to information. Local councils are not required to inform the Information Commissioner's Office that they have adopted the scheme; it will be assumed they have done so unless the ICO hears otherwise.

The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Paris Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Poundstock Parish Council has been recorded under the following classes of information:

Class 1	Who we are and what we do
Class 2	What we spend and how we spend it
Class 3	What our priorities are and how we are doing
Class 4	How we make decisions
Class 5	Our policies and procedures
Class 6	Lists and registers
Class 7	The services we offer

Website

A parish council website will be available in the future.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursement (e.g. photocopying and postage) and information that the council is legally authorised to charge for.

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Information available from Poundstock Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)			
Who's who on the Council and its Committees		✓	10p per A4 sheet
Contact details for Parish Clerk and Council members		✓	Free
Location of main Council office and accessibility details		✓	Free
Staffing structure		✓	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
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)			
Annual Return Form and report by Auditor		✓	10p per A4 sheet
Finalised Budget		✓	10p per A4 sheet
Precept		✓	10p per A4 sheet
Borrowing Approval Letter			
Financial Standing Orders and Regulations		✓	10p per A4 sheet
Grants given and received		✓	10p per A4 sheet
List of current contracts awarded and value of contract		✓	10p per A4 sheet
Members' allowances and expenses		✓	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Plan (current and previous year as a minimum)		√	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		√	Free
Quality Status			
Local Charters drawn up in accordance with DCLG guidelines			

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		✓	Free
Agendas of meetings (as above)		✓	Free
Minutes of meetings (as above) N.B. This will exclude information that is properly regarded as private to the meeting.		✓	10p per A4 sheet
Reports presented to Council Meetings N.B. This will exclude information that is properly regarded as private to the meeting.		✓	10p per A4 sheet
Responses to consultation papers		✓	10p per A4 sheet
Responses to Planning Applications		✓	10p per A4 sheet
Bye-laws		✓	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)			
Policies and procedures for the conduct of council business:			
Procedural Standing Orders		✓	10p per A4 sheet
Committee and sub-committee terms of reference		✓	10p per A4 sheet
Delegated authority in respect of officers		✓	10p per A4 sheet
Code of Conduct		✓	10p per A4 sheet
Policy Statements			
Policies and procedures for the provision of services and about the employment of staff:			
Internal policies relating to the delivery of services			
Equality and diversity policy			
Health and safety policy			
Recruitment policies (including current vacancies)			
Policies and procedures for handling requests for information		✓	Free
Complaints procedures		✓	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 5 – Our policies and procedures continued (Current written protocols, policies and procedures for delivering our services and responsibilities)			
Information Security Policy		✓	10p per A4 sheet
Records management policies (records retention, destruction and archive)		✓	10p per A4 sheet
Data protection policies		✓	Free
Schedule of charges (for the publication of information)		✓	Free

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 6 – Lists and Registers			
Some information listed below may be available by inspection only			
Any publicity available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)		✓	10p per A4 sheet
Assets Register		✓	10p per A4 sheet
Disclosure Log		✓	10p per A4 sheet
Register of members' interests		✓	10p per A4 sheet
Register of gifts and hospitality		✓	10p per A4 sheet

Information to be published	How the information can be obtained		Cost
	Website	Hard Copy	
Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produces for the public and businesses) Some information listed below may be available by inspection only			
Burial Ground			
Allotments			
Community centres and village halls		✓	10p per A4 sheet
Parks, playing fields and recreational facilities			
Seating, litter bins, clocks, memorials and lighting		✓	10p per A4 sheet
Bus shelters		✓	10p per A4 sheet
Markets			
Public conveniences			
Agency agreements		✓	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Burial Ground)		✓	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 15p per A3 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* The actual cost incurred by the public authority.

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Website:

Office Opening Hours:

Monday-Thursday 9:30 a.m. – 1:00 p.m.
All other times by appointment only.