



# **FREEDOM OF INFORMATION ACT 2000**

## **PUBLICATION SCHEME**

**ADOPTED  
11 MARCH 2013**

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

The Freedom of Information Act gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

## **The Information Commissioner's Office**

The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully. Some information could be exempt from disclosure.

### **How do I make a request?**

- Make the information as specific as possible. If your request is too broad the Council may ask you to clarify it. This could mean it takes longer to get the information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

### **What happens once my request has been received?**

Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as freedom of information requests to avoid any confusion.

The Council must respond promptly to requests or, in any event, within 20 working days although the Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

### **What if the information is refused?**

Where the Council decides not to disclose the information requested it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

## **How can the ICO help and what is the legal process?**

You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court. If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent **Information Tribunal**. The Information Tribunal may uphold 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 on the Freedom of Information Act is available on the ICO website at [www.ico.gov.uk](http://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 **1 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 Parish Council website or hard copy) and whether or not a charge will be made for it.

## **Classes of Information**

The information held by Billingshurst 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

## **BPC File Reference**

This is for internal Council use only to identify the location of the information in the Council's filing system.

## **Website**

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at:

[www.billingshurst.gov.uk](http://www.billingshurst.gov.uk)

A copy of this publication scheme is also available on the Parish Council website.

## **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 disbursements (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.

## **Availability of Datasets**

The Protection of Freedoms Act 2012 has amended clause 11 of the Freedom of Information Act 2000 to make datasets available for re-use by members of the public. Once a dataset is disclosed following an FOI request, Billingshurst Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re use wherever possible, i.e. not in a PDF format.

For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e. the Council will only be able to charge photocopying, postage and any disbursements.

However, if datasets are published which contain copyright material then the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. – This only covers re use and *not* access to the information.

## Information available from Billingshurst Parish Council under the model publication scheme

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)				
Who's who on the Council and its Committees		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Contact details for Parish Clerk and Council members		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Location of main Council office and accessibility details		<input checked="" type="checkbox"/>		Free
Staffing structure		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<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)				
Annual return form and report by auditor	14.17		<input checked="" type="checkbox"/>	8p per A4 sheet
Finalised budget	14.19		<input checked="" type="checkbox"/>	8p per A4 sheet
Precept	14.10		<input checked="" type="checkbox"/>	8p per A4 sheet
Borrowing Approval letter	14.12		<input checked="" type="checkbox"/>	8p per A4 sheet
Financial Standing Orders and Regulations	4.13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Grants given and received	Environmental Cleansing 14.2		<input checked="" type="checkbox"/>	8p per A4 sheet
List of current contracts awarded and value of contract	4.35		<input checked="" type="checkbox"/>	8p per A4 sheet
Members' allowances and expenses	4.28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)				
Parish Plan (current and previous year as a minimum)	9.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	4.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Quality status	4.24		<input checked="" type="checkbox"/>	8p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines				



Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)				
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Agendas of meetings (as above)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.			<input checked="" type="checkbox"/>	8p per A4 sheet
Responses to consultation papers	9.25 – 9.39		<input checked="" type="checkbox"/>	8p per A4 sheet
Responses to planning applications	9.7		<input checked="" type="checkbox"/>	8p per A4 sheet
Bye-laws	4.1		<input checked="" type="checkbox"/>	8p per A4 sheet

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)				
<b>Policies and procedures for the conduct of council business:</b>				
Procedural standing orders	4.13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Committee and sub-committee terms of reference	4.14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Delegated authority in respect of officers	4.34		<input checked="" type="checkbox"/>	8p per A4 sheet
Code of Conduct	4.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8p per A4 sheet
Policy statements				
<b>Policies and procedures for the provision of services and about the employment of staff:</b>				
<del>Internal policies relating to the delivery of services</del>				
<del>Equality and diversity policy</del>				
Health and safety policy	4.21			
<del>Recruitment policies (including current vacancies)</del>				
Policies and procedures for handling requests for information	4.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free
Complaints procedures	4.37	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class 5 – Our policies and procedures continued</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)				
Records management policies (records retention, destruction and archive)			<input checked="" type="checkbox"/>	8p per A4 sheet
Data protection policies	4.20		<input checked="" type="checkbox"/>	Free
Schedule of charges (for the publication of information)	4.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<b>Class 6 – Lists and Registers</b>				
<b>Some information listed below may be available by inspection only</b>				
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	4.5		<input checked="" type="checkbox"/>	8p per A4 sheet
Assets Register	14.13		<input checked="" type="checkbox"/>	8p per A4 sheet
<u>Disclosure log</u>				
Register of members' interests			<input checked="" type="checkbox"/>	8p per A4 sheet
Register of gifts and hospitality	4.15		<input checked="" type="checkbox"/>	8p per A4 sheet

Information to be published	Filing Reference (BPC Use Only)	How the information can be obtained		Cost
		Website	Hard Copy	
<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) <b>Some information listed below may be available by inspection only</b>				
Allotments	3.6		<input checked="" type="checkbox"/>	8p per A4 sheet
Burial grounds and closed churchyards	2.1		<input checked="" type="checkbox"/>	8p per A4 sheet
Community centres and village halls	10.13, 12 – 12.15		<input checked="" type="checkbox"/>	8p per A4 sheet
Parks, playing fields and recreational facilities	10.15,10.30,10.32, 10.36 – 10.49		<input checked="" type="checkbox"/>	8p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	10.3		<input checked="" type="checkbox"/>	8p per A4 sheet
Bus shelters			<input checked="" type="checkbox"/>	8p per A4 sheet
Markets				
Public conveniences	10.16		<input checked="" type="checkbox"/>	8p per A4 sheet
Agency agreements			<input checked="" type="checkbox"/>	8p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	LSR & Manor Fields Hire Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Free

**Contact details:**

Mrs Beverley Bell MILCM  
Parish Clerk  
Billingshurst Parish Council  
The Village Hall  
Roman Way  
Billingshurst  
West Sussex  
RH14 9QW

**Telephone:** 01403 782555  
**Fax:** 01403 787699

**Email:** [council@billingshurst.gov.uk](mailto:council@billingshurst.gov.uk)

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

**Office Opening Hours:**

Monday – Thursday 9.30am – 1.00pm  
At other times by appointment

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 8p per A4 sheet (black & white)	Actual cost*
	Photocopying @12p per A3 sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*

\* the actual cost incurred by the public authority