



Source of the Thames

COATES PARISH COUNCIL

COATES PARISH COUNCIL PUBLICATION SCHEME

Information available from Coates Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that Coates Parish Council can provide in order to meet its commitments under the model publication scheme.

Coates Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The Parish Council must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Reviewed and adopted September 2021

Our scheme for publishing information (either in web or print) commits us:

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

In accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

The information contained in each class is available by request to the Parish Clerk via clerk@coatesparish.org.uk

Any requests for information will be responded to within 20 days.

Class 1: Who we are and what we do

- Who's who on the Council and it's Committees
- Staffing structure

Class 2: What we spend and how we spend it

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

No Councillor is paid an allowance unless the Chairperson is acting as Clerk.

Reviewed and adopted September 2021

Class 3: What our priorities are and how we are doing

- Parish Plan
- Annual Report to Parish Meeting

Class 4: How we make decisions

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to council meetings
- Responses to consultation papers
- Responses to planning applications

Class 5: Our policies and procedures

- Policies and procedures for the conduct of council business:
 - Procedural standing orders
 - Committee and sub-committee terms of reference
 - Delegated authority in respect of officers
 - Code of Conduct
 - Policy Statements
- Policies and procedures for the provision of services and about the employment of staff:
 - Equality and diversity policy
 - Health and safety policy
 - Policies and procedures for handling requests for information
 - Complaints procedures (including those covering requests for information and operating the publication scheme)
- Schedule of charges (for the publication of information - see below)

Data Protection

Where we handle personal information about individuals we have a number of legal obligations to protect that information under the Data Protection Act 1998. All queries should be directed to the Clerk of the Council.

Class 6: Lists and Registers

- Assets register
- Disclosure log
- Register of members' interests

Class 7: The services we offer

- Playing field and recreation facilities
- Seating, litter bins, clock and memorials
- Bus shelters

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.
- All commercially sensitive information eg quotations and tenders, loan documentation and insurance policies.

Schedule of Charges

A charge of 20p per single sheet copy has been agreed by the Council plus any postage costs.