

Chapmanslade Parish Council
Freedom of Information Act and Publication
Scheme.

Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner as a model policy and has been adopted by Chapmanslade Parish Council and will be valid until further notice.

This publication scheme commits the 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 the 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.
- To publish any data set held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so;
- To publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner,
- To make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Model publication scheme

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

The authority 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 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.

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 an authority 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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Information available from Chapmanslade Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Who we are and what we do</p> <p>Chapmanslade Parish Council</p> <p>Number of councilors allocated. 7</p> <p>1 vacancy at present.</p> <p>Clerk: Mrs. M House E Mail chapmansladepc@yahoo.co.uk</p> <p>Councillor names on web site</p> <p>See also www.wiltshire.gov.uk Search: Register of Interests for further details.</p>	<p>www.chapmanslade.org.uk</p> <p>Up to date information published on website and notices also displayed on Village Notice Board in the track between the Church and the school, at the centre of the village.</p> <p>www.wiltshire.gov.uk</p>	None
<p>Who's who on the Council</p>	<p>www.chapmanslade.org.uk</p> <p>www.wiltshire.gov.uk</p> <p>Search Register of Interests.</p>	None
<p>Contact details for Parish Clerk and Council members</p>	<p>Clerk :</p> <p>chapmansladepc@yahoo.co.uk</p> <p>www.chapmanslade.org.uk</p>	None
<p>Location of main Council office and accessibility details</p> <p>No main office as small council</p>	<p>www.chapmanslade.org.uk</p>	None

Staffing structure	Clerk only	
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) Current and previous financial year as a minimum The council holds no contracts.	(hard copy and/or website) Hard copy from the Clerk via E mail request. chapmansladepc@yahoo.co.uk www.chapmanslade.org.uk Audit reports for last two years plus present year.	As schedule of costs.
Annual return form and report by auditor	www.chapmanslade.org.uk Parish Council Clerk. Mail: chapmansladepc@yahoo.co.uk	None
Finalised budget	See accounts and minutes at: www.chapmanslade.org.uk Parish Council	
Precept	See accounts and Minutes at: www.chapmanslade.org.uk Parish Council	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations		
Grants given and received	See accounts at: www.chapmanslade.org.uk Parish Council	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing	Village Plan being developed-	

	see Village Voice and Chairman's monthly on www.chapmanslade.org.uk and Village Magazine "The Bridge" distributed to all households free of charge and available to view in The Three Horseshoes Pub.	
Parish Plan (current and previous year as a minimum)	Adopted by Council. See Plan at www.chapmanslade.org.uk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See minutes on website www.chapmanslade.org.uk	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	See Minutes: www.chapmanslade.org.uk Hard copy maintained by Clerk and available to view or receive copy electronically by E mail: chapmansladepc@yahoo.co.uk	
Timetable of meetings (Parish Council meetings) Proposed dates for the year published on website	Published: www.chapmanslade.org.uk	
Agendas of meetings (as above)	Published: Notice board www.chapmanslade.org.uk	

Minutes of meetings (as above)	Published: www.chapmanslade.org.uk	
e.g Reports presented to council meetings – Highways. Defibrillator. Footpaths, Neighbourhood Watch, Speedwatch.Parish Plan updates.	Minutes www.chapmanslade.org.uk	
Responses to consultation papers	Minutes www.chapmanslade.org.uk	
Responses to planning applications	www.wiltshire.gov.uk search-planning applications. Minutes www.chapmanslade.org.uk	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) www.chapmanslade.org.uk	
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements		
Records management policies (records retention, destruction and archive	www.chapmanslade.org.uk	
GDPR Policies	www.chapmanslade.org.uk	
Schedule of charges (for the publication of information)	Information below.	

Class 6 – Lists and Registers	(N/A	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	N/A	
Register of members' interests	www.wiltshire.gov.uk Search-Register of interests.	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Monthly Chaiman's report: www.chapmanslade.org.uk	
Current information only	The Bridge Magazine distributed to all households within the Parish and available to view at The Three Horseshoes Pub.	
Burial grounds	St Philip and St James Church. Not the responsibility of the Parish Council.	
Village Hall and recreation ground	Run by a management committee. Parish Council Trustees. www.chapmanslade.org.uk	
War Memorial	St Philip and St James Church - not owned by the council	
Lighting	Wiltshire Council	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:chapmansladepc@yahoo.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (B & W)	Based on computer printing
	Photocopying @ 20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)