



# **SCOTHERN PARISH COUNCIL**

## **PUBLICATION SCHEME**

**Adopted June 2016**

Reviewed without change October 2019



This publication scheme has been adopted without modification from that which was prepared and approved by the Information Commissioner. It 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 an 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.

### **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 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.

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.

## **Re-use of Public Sector Information (RPSI)**

Public sector information means information that the Council produce as part of their public task. 'Public task' means the core role and functions, as defined in legislation or established through custom and practice.

It is possible that the Council may hold some information that is not part of their public task. If so, this would not be covered by RPSI.

RPSI does not apply to information that would be exempt from disclosure under information access legislation, ie the Data Protection Act (the DPA), the Freedom of Information Act (FOIA), the Environmental Information Regulations (EIR), the INSPIRE regulations, the Freedom of Information (Scotland) Act, the Environmental Information (Scotland) Regulations and the INSPIRE (Scotland) Regulations.

However, information that would be exempt from an access request under section 21 of FOIA or section 25 of the Freedom of Information (Scotland) Act because it is already reasonably accessible to the requester (for example because it is on the Councils website) would normally be available for re-use.

RPSI does not apply to recorded information the Council hold if someone else holds the intellectual property rights (eg copyright or database right). The Council can only permit re-use if they hold the intellectual property rights in the information.

Re-use means using public sector information, for a purpose other than the initial public task it was produced for.

Typically, this would mean an individual, a company or other organisation taking information the Council have produced and republishing it or using it to produce a new product or resource, often by combining it with other information. This is sometimes, though not always, on a commercial basis. RPSI is intended to encourage re-use of public sector information.

RPSI is about permitting re-use of information and how it is made available. It is not about accessing information, which is dealt with under information access legislation.

**Information Available from Sothorn Parish Council under the Model Publication Scheme**

<b>INFORMATION AVAILABLE TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>RELEVANT COSTS</b>
<b>CLASS 1 – WHO ARE WE AND WHAT DO WE DO</b>		
Who is on the Council	Online under the Parish Councillors section Hard copy	Free 10p per page
Contact details for the Parish Clerk and Council Members (Includes address and telephone numbers)	Online On the Parish Council noticeboard Hard copy	Free Free 10p per page
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual Return Form	Hard copy	50p per page
Auditors Report	Hard copy	10p per page
Precept	Hard copy	10p per page
Financial Standing Orders and Regulations	Hard copy	10p per page
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Annual Report to the Council (Chairman’s current and previous years)	Hard copy Online	10p per page Free
Annual Report to the Council (RFO current and previous years)	Hard copy Online	10p per page Free
<b>CLASS 4 - HOW WE MAKE OUR DECISIONS</b>		
Schedule of meetings	Online Parish Council Noticeboard Hard Copy	Free Free 10p per page
Agendas of meetings	Online (current year) Hard copy	Free 10p per page
Minutes of meetings (information resolved as being confidential will. be excluded)	Online (current year) Hard copy	Free 10p per page
Reponses relating to planning applications	Hard copy	10p per page
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>		
Standing Orders	Hard copy	10p per sheet
Code of Conduct	Hard	10p per sheet
<b>CLASS 6 – LISTS AND REGISTERS</b>		
Any list/register publicly available	Available for inspection Hard copy	Free 10p per sheet
Asset register	Available for inspection Hard copy	Free 10p per sheet
Members register of interests (signatures excluded)	Available for inspection	Free

**SCHEDULE OF CHARGES**

Describing how charges have been assessed.

**Type of charge/Description basis of charge**

Photocopying – actual costs to the local authority – 10p

Postage (if applicable) – actual costs of postage will be charged (normally 2<sup>nd</sup> class via Royal Mail)