All Cannings Parish Council

Publication scheme

This publication scheme is based on the model publication scheme has been prepared and approved by the Information Commissioner 2015.

This publication scheme commits All Cannings Parish Council 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 All Cannings Parish Council.

The scheme commits All Cannings Parish Council:

- 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.

Publication Scheme
adopted: 28th April 2021
Signed:

- To make this publication scheme available to the public.
- To publish any dataset 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.

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 All Cannings Parish Council 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 All Cannings Parish Council under the Freedom of Information Publication Scheme

The Parish Council adopted the Publication Scheme in September 2021; it commits the Council to make information available to the public as part of its normal business activities. Additional information may be added from time to time. The following details the information that is currently available, where it can be obtained and at what cost:

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts)		
Who's who on the Council	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Viewing Free
Contact details for Parish Clerk and Council members	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Viewing Free
Information about what we do	Website / electronic copy	Free
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 – excludes commercially sensitive information)		
Annual return form and report by auditor – limited to last financial year	Website / electronic copy Hard Copy – Contact RFO	Free 10p per sheet
Finalised budget	Website / electronic copy Hard Copy – Contact RFO	Free 10p per sheet
Precept Request – limited to last financial year	Website / electronic copy Hard Copy – Contact RFO	Free 10p per sheet
Financial Regulations / Financial Risk Assessment	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Bank Statements – limited to the last financial year	Hard Copy – Contact RFO	10p per sheet

Grants given and received	Website / electronic copy Hard Copy – Contact RFO	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, inspections, and reviews)		
Annual Report to Parish	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Action sheets	Electronic copy - Contact Clerk Hard Copy – Contact Clerk	Free 10p per sheet
Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Timetable of meetings (Council & parish meetings)	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free 10p per sheet
Agendas of meetings (as above)	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Free
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting where the public have been properly excluded under Standing Order procedure.	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free 10p per sheet
Responses to planning applications	Wiltshire Council Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policy documents: Financial regulations, Publication Scheme, Equality & Diversity, Training & Development, Lone Worker GDPR, Procedural Standing Orders, Code of Conduct, Anti-bullying & Harassment, Disciplinary, Grievance, Snow & Ice	Website / electronic copy Hard Copies – Contact Clerk	Free 10p per sheet

Policies and procedures for the provision of services and about the employment of staff (including job descriptions but excluding personal information). Complaint's procedures (including those covering requests for information and operating the publication scheme)	Website / electronic copy Hard Copies – Contact Clerk	Free 10p per sheet
Class 6 – Lists and Registers (Any information we are currently legally required to hold in publicly available registers)		
Any publicly available register or list including burial records	Inspection by appointment – Contact Clerk	Free
Assets Register	Hard Copy – Contact Clerk	10p per sheet
Risk register	Hard Copy – Contact Clerk	10p per sheet
Register of members' interests	Website / electronic copy Wiltshire Council Website	Free Free
Burials Register	By Appointment Only – Contact Clerk	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance)		
Allotments	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Cemetery & Garden of Remembrance	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Playing fields and recreational facilities	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
The Green	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Seating, litter bins	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost of paper and copying
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation, if applicable.
Research / Analysis /Retrieval	Where an acceptable request requires significant research, analysis or retrieval of documents from archives or elsewhere.	A fee quote for the work covering manhours, analysis, document retrieval, travel etc. will be provided in advance of any work commencement, if accepted then the work will be undertaken on receipt of the quoted fee.

To request information on this Scheme please email or write to:

Mrs S-J Bullock, Clerk to the Council, 12 Chandlers Close, Al Cannings, Devizes, Wiltshire, SN10 3PH
Email: acpc@allcannings.org.uk
Tel. 07918 606743

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