

WHYTELEAFE VILLAGE COUNCIL
FREEDOM OF INFORMATION ACT
PUBLICATION SCHEME

INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk.

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Whyteleafe Parish Council adopted the generic model publication scheme at their Council meeting on 12th January. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information 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 Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by appointment where much of the information can be viewed free of charge.

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and 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.

INFORMATION AVAILABLE FROM WHYTELEAFE VILLAGE COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

Classes of Information:

Class 1 - Who we are and what we do (Current information relating to organisational information, structures, locations and contacts)		
Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website www.whyteleafecouncil.org.uk Notice boards (situated at Whyteleaf Hill opposite Whyteleaf School and Godstone Road near the Post Office) The Clerk - by email The Clerk - by post	nil nil nil see schedule below
Contact details for Clerk and Council members - email and telephone	Website & notice boards as above The Clerk – by email The Clerk – by post	nil nil see schedule below
Location of main Council office and accessibility details	N/A	N/A
Staffing structure (if applicable)	The Clerk - by email The Clerk - by post	nil nil

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 years)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	The Clerk – by email The Clerk – by post	nil see schedule below
Finalised budget	Website The Clerk – by email The Clerk – by post	nil nil see schedule below
Precept	The Clerk – by email The Clerk – by post	nil see schedule below
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	The Clerk – by email The Clerk – by post	nil see schedule below
Grants given and received	The Clerk – by email The Clerk – by post	nil see schedule below
List of current contracts awarded and value of contract (if applicable)	The Clerk – by email The Clerk – by post	nil see schedule below
Members' allowances and expenses (if applicable)	The Clerk – by email The Clerk – by post	nil see schedule below

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	Website The Clerk – by email The Clerk – by post	nil nil see schedule below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk – by email The Clerk – by post	nil see schedule below
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Class 4 – How we make decisions

(Decision making processes and records of decisions for the current and previous council years)

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, committee/sub-committee and annual parish)	Website/ notice boards The Clerk – by email The Clerk – by post	nil nil see schedule below
Next meeting agenda (available minimum three working days prior to the meeting)	Website & notice boards The Clerk – by email The Clerk – by post	nil nil see schedule below
Minutes of meetings (<i>note: these will exclude information that is properly regarded as private to the meeting</i>).	Website/ notice boards The Clerk – by email The Clerk – by post	nil nil see schedule below
Reports presented to council meetings (<i>note: these will exclude information that is properly regarded as private to the meeting</i>).	The Clerk – by email The Clerk – by post	nil see schedule below
Responses to consultation papers	The Clerk – by email The Clerk – by post	nil see schedule below
Responses to planning applications	Tandridge District Council (TDC) website The Clerk – by email The Clerk – by post	Contact TDC nil see schedule below
Bye-laws	N/A	N/A

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference (if applicable) Delegated authority in respect of officers (if applicable) Code of Conduct Policy statements (if applicable)	The Clerk – by email The Clerk – by post The Clerk – by email The Clerk – by post The Clerk – by email The Clerk – by post The Clerk – by email The Clerk – by post The Clerk – by email The Clerk – by post The Clerk – by email The Clerk – by post	nil see schedule below nil see schedule below nil see schedule below nil see schedule below nil see schedule below nil see schedule below
<u>Policies and procedures for the provision of services and about the employment of staff (if applicable):</u> Internal policies relating to the delivery of services	The Clerk – by email The Clerk – by post	nil see schedule below

Equality and diversity policy	The Clerk – by email The Clerk – by post	nil see schedule below
Health and safety policy	The Clerk – by email The Clerk – by post	nil see schedule below
Recruitment policies (including current vacancies)	The Clerk – by email The Clerk – by post	nil see schedule below
Policies and procedures for handling requests for information	The Clerk – by email The Clerk – by post	nil see schedule below
Complaints procedures (including those covering requests for information and operating the publication scheme)	The Clerk – by email The Clerk – by post	nil see schedule below
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection (security) policies	The Clerk – by email The Clerk – by post	nil see schedule below
Schedule of charges for the publication of information	Website The Clerk – by email The Clerk – by post	nil nil see schedule below

Class 6 – Lists and Registers (currently maintained lists and registers only)

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (<i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i>)	N/A	N/A
Assets Register	The Clerk – by email The Clerk – by post	nil see schedule below
Disclosure log (<i>indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils</i>)	N/A	N/A
Register of Members' Interests	Tandridge District Council (TDC) Monitoring Officer Website The Clerk – by email The Clerk – by post	Contact TDC nil nil see schedule below
Register of gifts and hospitality (if applicable)	Tandridge District Council (TDC) Monitoring Officer The Clerk – by email The Clerk – by post	Contact TDC nil see schedule below

Class 7 – The services we offer

(Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public and businesses).

Information to be published	How the information can be obtained	Cost
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	The Clerk – by email The Clerk – by post	nil see schedule below
Seating, litter bins, clocks, memorials and lighting	The Clerk – by email The Clerk – by post	nil see schedule below
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

Whyteleafe Village Council contact details

The Clerk, Simon Bold: 07939 403414
Email: clerk@whyteleafecouncil.org.uk
Website: www.whyteleafecouncil.org.uk

Tandridge District Council contact details:

Customer Services: 01883 722000
Email: customerservices@tandridge.gov.uk
Website: www.tandridge.gov.uk/

SCHEDULE OF CHARGES

This describes how the charges have been arrived at. A quotation for costs will be provided in advance.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying or printing @ 10p per sheet (black & white)	Actual cost*
	Photocopying or printing @ 20p per sheet (colour)	Actual cost*
	Postage and packing	Actual cost of Royal Mail standard 2 nd class or 1 st class or special delivery, if requested
Statutory Fees and exemptions	In accordance with the relevant legislation - Freedom of Information Act 200 and Data Protection Act 1998.	

*actual cost incurred by the public authority

Internal review and complaints

If an applicant for information is dissatisfied with the way their request has been handled, they may ask the Chairman of the Council to undertake a review. The complaint can be in relation to a refusal to supply information, or failure to respond within time, or failure to provide advice or assistance.

If the complainant is still not satisfied after the internal review has been completed then they may refer the matter to:

The Information Commissioner contact details

Tel: 084556 306060 or 01625 545745

Website: www.ico.gov.uk