

# DUMMER PARISH COUNCIL

## Freedom of Information Act 2000 Publication Scheme 2008

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.

Dummer undertakes:

- 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.**

# DUMMER PARISH COUNCIL

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 (see below).

## **Charges which may be made for information published under this scheme.**

### **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.

# DUMMER PARISH COUNCIL

## Information available from Dummer Parish Council under the model publication scheme

| Information to be published  | How the information can be obtained                        | Cost<br>Per sheet |
|--|--|-------------------|
| <p><b>Class1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | Website/hard copy/noticeboards                             | 10p               |
| Who's who on the Council and its Committees  | Website/electronic/hard copy/noticeboards                  | 10p               |
| Contact details for staff and Council members (named contacts where possible with telephone number and email address)  | Website/electronic/hard copy/noticeboards                  | 10p               |
| Location of main Council office and accessibility details  | Website/electronic/hard copy                               | 10p               |
| Staffing structure   | Website/electronic/hard copy                               | 10p               |
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     | Website/electronic/hard copy/minutes                       | 10p               |
| Annual return form and report by auditor   | Website/electronic/hard copy/noticeboard                   | 10p               |
| Finalised budget   | Electronic/hard copy/minutes                               | 10p               |
| Precept  | Electronic/hard copy/minutes/AGAR                          | 10p               |
| Borrowing Approval letter  | n/a  | 10p               |
| Financial Regulations and Standing Orders  | Website/electronic/hard copy                               | 10p               |
| Grants given and received  | Website/electronic/hard copy/minutes and year-end accounts | 10p               |
| List of current contracts awarded and value of contract  | Electronic/hard copy/minutes                               | 10p               |

# DUMMER PARISH COUNCIL

|   |  |     |
|---|--|-----|
| Members' expenses   | Website/electronic/hard copy/minutes   | 10p |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)                                  | Hard copy/minutes  | 10p |
| Neighbourhood Plan  | Website/electronic/hard copy   | 10p |
| Annual Report to Town Assembly (current and previous year as a minimum)   | Website/electronic/hard copy   | 10p |
| Quality status  | Not a QPC  |     |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum                                  | Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic | 10p |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website/electronic/hard copy   | 10p |
| Agendas of meetings (as above)  | Website/electronic/hard copy/noticeboards  | 10p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Website/electronic/hard copy   | 10p |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.   | Website/electronic/hard copy   | 10p |
| Responses to consultation papers  | Electronic/hard copy/minutes   | 10p |
| Responses to planning applications  | Electronic/hard copy/BDBC's website/minutes  | 10p |
| Bye-laws  | N/A  |     |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | Website/hard copy/electronic   | 10p |

# DUMMER PARISH COUNCIL

|  |  |     |
|--|--|-----|
| Policies and procedures for the conduct of council business:   |  | 10p |
| Procedural Standing Orders   | Website/electronic/hard copy   |     |
| Committee and sub-committee terms of reference   | Website/electronic/hard copy   |     |
| Delegated authority in respect of officers   | Electronic/hard copy/minutes   |     |
| Code of Conduct  | Website/electronic/hard copy   |     |
| Policy statements  | N/A  |     |
| Policies and procedures for the provision of services and about the employment of staff:   | Contained in Standing Orders/Financial Regulations/minutes               | 10p |
| Internal policies relating to the delivery of services   | Website/electronic/hard copy   |     |
| Equality and Diversity policy  | Website/electronic/hard copy   |     |
| Health and Safety policy   | Website/electronic/hard copy   |     |
| Risk Assessments   | Electronic/hard copy   |     |
| Recruitment Policies (including current vacancies)   | Contained in minutes   |     |
| Policies and Procedures for handling requests for information  | Website/electronic/hard copy   |     |
| Complaints Procedures (including those covering requests for information and operating the publication scheme)                                     | Website/electronic/hard copy   |     |
| Subject Access Requests Policy   | Website/electronic/hard copy   | 10p |
| Records Management Policies (records retention, destruction and archive)   | Website/electronic/hard copy   | 10p |
| Data Protection Policies   | Website/electronic/hard copy   | 10p |
| Schedule of charges (for the publication of information)   | Website/electronic/hard copy   | 10p |
| <b>Class 6 – Lists and Registers</b>   |  |     |
| Currently maintained lists and registers only  | Hard copy/website;(some information may only be available by inspection) | 10p |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | N/A  | 10p |
| Assets Register  | Electronic/hard copy/website and year-end accounts                       | 10p |

# DUMMER PARISH COUNCIL

|  |   |         |
|--|---|---------|
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)   | Electronic/hard copy  | 10p     |
| Register of members' interests   | BDBC website/website  |         |
| Register of gifts and hospitality  | Hard copy/electronic  | 10p     |
| <b>Class 7 – The services we offer</b><br><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | Hard copy/website; (some information may only be available by inspection) | 10p     |
| Allotments – tenancy agreement and fees  | Website/hard copy/electronic  | 10p     |
| Burial grounds and closed churchyards  | Website/hard copy/electronic  | 10p     |
| Community centres and village halls  | N/A   |         |
| Parks, playing fields and recreational facilities  | Website/hard copy/electronic  | 10p     |
| Seating, litter bins, clocks, memorials and lighting   | Hard copy/electronic/in minutes   | 10p     |
| Bus shelters   | Hard copy/electronic/in minutes   | 10p     |
| Markets  | N/A   |         |
| Public conveniences  | N/A as owned by BDBC  |         |
| Agency agreements  | Hard copy/electronic  | 10p     |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | Website/hard copy/electronic  | 10p     |
| <b>Additional Information</b><br><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above  |   |         |
| Copies of various leaflets including bus timetables, community bus details, circular walks, bus walk, Whitchurch Heritage Trail, travel guides and Whitchurch Mill Trail can be found in the Town Hall       |   | No cost |

**Contact details:**

The Parish Clerk, Dummer Parish Council

[clerk@dummerparishcouncil.gov.uk](mailto:clerk@dummerparishcouncil.gov.uk)

Tel: 07436786896

# DUMMER PARISH COUNCIL

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost*   |
|                          | Photocopying @ 10p per sheet (colour)        | Actual cost*   |
|                          |  |  |
|                          | Postage<br>At cost                           | Actual cost of Royal Mail standard 2 <sup>nd</sup> class   |
|                          |  |  |
| <b>Statutory Fee</b>     |  | As per the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority