



RUSTINGTON PARISH COUNCIL



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Freedom of Information Act

Publication Scheme

(Adopted 24 November 2008)



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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. (*Rustington Parish Council adopted the generic model publication scheme at its Meeting on 24 November 2008*). 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 the website, via the telephone and by post. Should a personal visit be required to view information, an appointment will be necessary.



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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.



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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.



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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.

Please note that should information requested and the cost of complying with a request that exceeds £450 (this is calculated on the basis of 18 hours work at £25 per hour) the Council is entitled to make a charge known as 'prescribed costs' which include the costs of locating the information, retrieving the information, extracting the information from a document containing it, informing you whether we hold the information and communicating the information to you prior to complying with your request. Alternatively the Council may refuse the request.

You will be informed as early on in the process in writing if the request is likely to exceed £450 so that you have the option to adjust your request to bring it under the £450 limit. Where the cost of complying with the request does not exceed £450 the Council may only charge for disbursements which include photo-copying, printing, postage etc. You will be informed as early on in the process as possible if a charge is payable. Any charges must be paid prior to the information being sent. The requestor will have 60 days to pay the fees, failing which the request will be closed.



Information available from Rustington Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>(Current information only)</i>		
About Rustington and The Parish Council	Web Site Hard Copy	Free £0.05 A4 copy
Membership List of Councillors	Web Site Hard Copy Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
List of Committees	Web Site Community Buildings Notice Boards	Free Free
Contact Details for Parish Clerk and Council Members	Web Site Hard Copy	Free £0.05 A4 copy
Location of main Council Office, Village Information Centre, Buildings and Land in ownership of the Parish Council and accessibility details	Hard Copy	£0.05 A4 copy
Staffing Structure	Web Site Hard Copy	Free £0.05 A4 copy
Staff Vacancies and Employment Opportunities	Web Site Hard Copy Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
Parish Newsletter (issued quarterly)	Hard Copy (distributed to parishioners homes) Web Site	Free Free
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>(Current and previous financial year as a minimum)</i>		
Annual Return Form and Report by Auditor	Web Site Hard Copy Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free



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Internal Auditor Reports to Council (twice yearly)	Hard Copy	£0.05 A4 copy
Finalised Budget	Hard Copy	£0.05 A4 copy
Precept	Hard Copy	£0.05 A4 copy
Financial Standing Orders and Regulations	Hard Copy	£0.05 A4 copy
Grants given and received	Hard Copy	£0.05 A4 copy
List of current Contracts awarded and value of Contract	Hard Copy	£0.05 A4 copy
Members' Allowances and Expenses	Web Site Hard Copy Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
Community Hall Hire Charges	Web Site Hard Copy	Free £0.05 A4 copy
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Community Action Plan	Web Site Hard Copy	Free £0.05 A4 copy
Annual Report to Parish Meeting <i>(Current and previous year as a minimum)</i>	Web Site Hard Copy	Free £0.05 A4 copy
Quality Status notification	Hard Copy	£0.05 A4 copy
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>(Current and previous Council year as a minimum)</i>		
Timetable of Meetings (Council, any Committee/Sub-Committee Meetings and Parish Meetings)	Web Site Hard Copy Notice Boards Community Buildings Notice Board	Free £0.05 A4 copy Free Free
Agendas of Meetings (as above)	Web Site Hard Copy Notice Boards	Free £0.05 A4 copy Free
Minutes of Meetings (as above) <i>(This will exclude information that is properly regarded as private to the Meeting)</i>	Web Site Hard Copy	Free £0.05 A4 copy
Reports presented to Council Meetings – <i>(This will exclude information that is properly regarded as private to the Meeting)</i>	Hard Copy	£0.05 A4 copy
Responses to Consultation Papers	Hard Copy	£0.05 A4 copy
Responses to Planning Applications	Hard Copy	£0.05 A4 copy

Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>(Current information only)</i>		
Allotments	Web Site Hard Copy	Free £0.05 A4 copy
Community Centres	Web Site	Free
Parks, Playing Fields and Recreational Facilities	Web Site Hard Copy	Free £0.05 A4 copy
Seating, Litter Bins, Clocks, Memorials and Lighting	Hard Copy	£0.05 A4 copy
Bus Shelters	Hard Copy	£0.05 A4 copy

Contact details:-

Mrs Carole Ward
Clerk of the Council
Council Offices
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Rustington
West Sussex
BN16 3HB
Tel: 01903 786420
Fax: 01903 788736
Email: caroleward@rustingtonpc.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 Black and White £0.05 per sheet	Actual cost * £0.005047
	Postage £0.29	Actual cost of Royal Mail standard 2 nd class = 30/10/08 £0.27 2 nd class
Publications	£1.50 per copy per pre published document	£1.00 per copy

* Actual Cost incurred by Rustington Parish Council