

## **SHOTGATE PARISH COUNCIL**

Clerk – Mrs. Georgina Bassett, 306 Maplin Way North,  
Southend-on-Sea, Essex. SS1 3NZ



### **FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME**

We are always willing to give advice on matters relating to any of our services. Officers will be friendly, helpful, and professional and treat customers with respect.

We want to make it as easy as possible for you to contact us and details are at the top of this page. All requests for information must be made in writing to the Clerk at the address given above.

This publication scheme has been prepared and approved by the Information Commissioner in line with the Freedom of Information Act 2000. This publication scheme commits Shotgate 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 the Parish Council.

This scheme commits Shotgate Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council.
- To specify the information which is held by the Parish Council 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 Parish Council 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 readily available to the public.

<b>Classes of information</b>	<b>Format</b>
<b>Who we are and what we do</b> <b>Organisational information, structures, locations and contacts</b>	
<ul style="list-style-type: none"> <li>• Council structure</li> <li>• Councillors details</li> <li>• Contact details for Parish Clerk</li> <li>• Staffing structure</li> <li>• Location</li> </ul>	E/P W/E/P W/E/P E/P W/E/P
<b>What we spend and how we spend it</b> <b>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts</b>	
<ul style="list-style-type: none"> <li>• Annual Return form</li> <li>• Auditors Reports</li> <li>• Budget &amp; precept demand</li> <li>• Councillors' allowances and expenses</li> <li>• Grants made</li> <li>• Current contracts</li> <li>• Financial Regulations</li> </ul>	E/P E/P E/P E/P N/A E/P W/E/P
<b>What our priorities are and how we are doing</b> <b>Strategy and performance information, plans, assessments, inspections and reviews</b>	
<ul style="list-style-type: none"> <li>• Parish Plan</li> <li>• Annual Reports</li> <li>• Quality status</li> <li>• Local charters</li> </ul>	W W/E/P E/P E/P
<b>How we make decisions</b> <b>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</b>	
<ul style="list-style-type: none"> <li>• Timetable of meetings</li> <li>• Agendas and minutes of all council meetings open to the public (Excluding information that is properly regarded as private to the meeting)</li> <li>• Reports presented to the Council when open to the public</li> <li>• Responses to consultation papers</li> <li>• Responses to planning applications</li> <li>• Record of the Annual Parish Meeting</li> </ul>	W/E/P W/E/P  E/P E/P E/P W/E/P W/E/P
<b>Our policies and procedures</b> <b>Current written protocols for delivering our functions and responsibilities</b>	
<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Committee terms of reference</li> <li>• Code of Conduct</li> <li>• Equal Opportunities</li> <li>• Recruitment policies</li> <li>• Health &amp; Safety</li> <li>• Complaints Procedure</li> <li>• Records Management</li> <li>• Policies and procedures for handling request for information</li> </ul>	W/E/P E/P E/P N/A N/A E/P W/E/P N/A W/E/P

<ul style="list-style-type: none"> <li>• Information security</li> <li>• Data Protection Policies</li> <li>• Schedule for charges (for the publication of information)</li> </ul>	E/P E/P W/E/P
<b>Lists and registers</b> <b>Information held in registers required by law and other lists and registers relating to the functions of the Parish Council</b>	
<ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of Councillors Interests - Declarations</li> <li>• Register of gifts and hospitality</li> </ul>	E/P W/E I
<b>The services we offer</b> <b>Information about the services we offer, advice and guidance, leaflets and newsletters. Details of the services offered</b>	
<ul style="list-style-type: none"> <li>• Street Furniture (seats, litter/dog bins, notice boards, village signs etc)</li> </ul>	E/P

Key to format abbreviations:

W – Website, E – Electronic, P – Paper, I – Inspection, N/A – Not applicable at this time.

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 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.

**Methods by which information published under this scheme will be made available:**

- Where it is within our capability, information will be published on our website.
- Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies can be requested, or an appointment made to view the requested information at a mutually convenient time and location 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 the Parish Council 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 Parish Council 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.

Material request via electronic means, (provided it is not deemed to be excessive) will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

For information requested as a hard copy, charges may be made for actual disbursements incurred such as:

- photocopying @ 10 p per copy – A4 single side
- 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 the 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.

# FREEDOM OF INFORMATION ACT 2000

## Request for Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Details of information requested:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_