

Freedom of Information Act Information available from Utterby Parish Council

Reviewed and approved at the Parish Council meeting 6th March 2024

The Freedom of information act 2000 (FOIA) gives rights of public access to information held by public authorities.

This model publication scheme commits the 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- The scheme commits the 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 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
- To publish any dataset held that has been requested, and any updated versions it holds, unless the Council 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 reuse; 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 reuse under the terms of the Reuse 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 Utterby Parish Council, 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, the Council 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 reuse. These charges will be in accordance with the terms of the Reuse 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 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.

Utterby Parish Council is happy to share information and below is a table indicating what information is available and in which format. The Clerk's details are at the bottom of the sheet should you wish to get a copy. Inspection of records is by prior arrangement.

Information to be published	How the information can be obtained	Cost (excluding postage)
Class 1 -Who we are and what we do		
Contact details for Parish Clerk and Council members, accessibility details	hard copy and/or website	10p per page/Website Free
List of Councillors	hard copy and/or website	10p per page/Website Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	hard copy and/or website	10p per page/email free
Finalised budget , Financial Standing Orders and Regulations , Precept	hard copy and/or website	10p per page/Website Free
Grants given and received	hard copy and/or website	10p per page/email free
List of current contracts awarded and value of contract	On request	10p per page/email free
Members' allowances and expenses	On request	10p per page/email free
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting	hard copy and/or website	10p per page/Website Free
Emergency Contacts and information	hard copy and/or website	10p per page
Class 4 – How we make decisions		
Timetable of meetings	hard copy or website	10p per page/email free
Agendas of meetings	hard copy or website	10p per page/Website Free
Minutes of meetings	hard copy or website	10p per page/Website Free
Reports presented to council meetings (nb this will exclude information that is properly regarded as private or confidential.)	hard copy or website	10p per page/Website Free
Responses to consultation papers	On request	10p per page/email free
Responses to planning applications	On ELDC website	Website Free
Class 5 – Our policies and procedures – current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	website	Free

Information to be published		
Information to be published	How the information can be obtained	Cost (excluding postage)
<ul style="list-style-type: none"> • Code of Conduct • Policy statements • Risk Management and Records management policies (records retention, destruction and archive) • Data protection policies • Schedule of charges for the publication of information 	website	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) • Grievance and Discipline Procedure policy 	website	Free

Class 6 – Lists and Registers		
Assets Register	By inspection/website	Free
FOI Disclosure log	website	Free
Register of members' interests	By inspection/website	Website
Register of gifts and hospitality	By inspection	
Class 7 – The services we offer		
Trees, Bus shelters and Seating	Website	Free

For further information contact Maria Vincent, the Parish Clerk clerk@utterbyparishcouncil.gov.uk
3 Church Walk, South Cockerington, Louth, Lincolnshire LN117EE Tel 07932 000341