



**Coldwaltham Parish Council
Freedom of Information Act
Publication Scheme**

Introduction

The Freedom Of Information Act

The Freedom of Information Act grants rights of access, to members of the public, 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. Coldwaltham Parish Council adopted the generic model publication scheme at their Council meeting on 10th February 2009. 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 make 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, via the telephone or by post. Occasionally it may be necessary to book an appointment.

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 any notice boards 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 Coldwaltham Parish Council under the model publication scheme

Class1 - Who we are and what we do

Organisational information, structures and contacts
(This will be current information only)

- Who's who on the Council
 - Contact details for Parish Clerk and Council members
- Available on the Coldwaltham Parish Council Website
 - Posted on the Parish Notice Boards,
 - Coldwaltham's Parish File in Pulborough Library or Sandham Hall post Office,
 - Hard copy available upon request

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 year as a minimum)

- Annual return form and report by auditor
- Available on the Coldwaltham Parish Council Website
 - Posted on the Parish Notice Boards, at the appropriate time as required.
 - Hard copy available upon request.
- Finalised budget & Precept
 - Financial Standing Orders and Regulations
 - Grants given and received
 - Members' allowances and expenses
- Available on the Coldwaltham Parish Council Website
 - Hard copy available upon request.

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

Strategies and plans, performance indicators, audits, inspections and reviews.

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| <ul style="list-style-type: none">○ Parish Plan (current and previous year as a minimum) | <ul style="list-style-type: none">● Available on the Coldwaltham Parish Council Website● Hard copy available upon request. |
| <ul style="list-style-type: none">○ Annual Report to Parish Meeting
(current and previous year as a minimum) | <ul style="list-style-type: none">● Available on the Coldwaltham Parish Council Website● Posted on the Parish Notice Boards,● Coldwaltham's Parish File in Pulborough Library or Sandham Hall post Office,● Hard copy available upon request |

Class 4 – How we make decisions

Decision making processes and records of decisions.
(Current and previous council year as a minimum)

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| <ul style="list-style-type: none">○ Timetable of meetings○ Agendas for meetings○ Reports presented to council meetings
NB these will exclude information that is properly regarded as private to the meeting.○ Minutes of meetings –
NB; these will exclude information that is properly regarded as private to the meeting. | <ul style="list-style-type: none">● Available on the Coldwaltham Parish Council Website● Posted on the Parish Notice Boards,● Coldwaltham's Parish File in Pulborough Library or Sandham Hall post Office,● Hard copy available upon request |
| <ul style="list-style-type: none">○ Responses to planning applications. | <ul style="list-style-type: none">● Hard copy available upon request. |

NB: All planning applications are available online via the "Planning Portal" on Horsham District Council's own website: www.horsham.gov.uk

Class 5 – Our policies and procedures

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

- Policies and procedures for the conduct of council business:
 - Policies and procedures for the provision of services and about the employment of staff
 - Information security policy
 - Records management policies (records retention, destruction and archive)
 - Data protection policies
 - Schedule of charges for the publication of information
- Some are available on the Coldwaltham Parish Council Website
 - Hard copy available upon request.

Class 6 – Lists and Registers

Currently maintained lists and registers only (some information may only be available by inspection)

- Any publicly available register or list.
NB: some information is only be available by inspection.
 - Assets Register
 - Register of members' interests
- Hard copy available upon request.

Class 7 – The services we offer

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

- Parks, playing fields and recreational facilities
 - Seating, litter bins
 - Bus shelters
- Hard copy available upon request.

Contact details:

Requests for hard copies should be made to:

**Dona Sherlock-Fuidge, Parish Clerk
Coldwaltham Parish Council
Greendene
Codmore Hill
Pulborough
RH20 1BQ**

Email: coldwalthampc@btinternet.com

Tel: 01798 873747

Schedule Of Charges

Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 70p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the Parish Council, (correct at time of printing)