

Freedom of Information

This Publication Scheme was adopted by Old Marston Parish Council on 5th March 2018.

Review Date: March 2019

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adapted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the 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 authority.

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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it is easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a scheme of any fees charged for access to information which is made proactively available.
- 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 spent it – Financial information relating to projected and actual income and expenditure, tendering, procedures 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 is published under this Scheme will be made Available

1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Parish Council's 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 Parish Council will indicate how information can be obtained by other means and provide it by those means.

3. 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.
4. 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.
5. 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.
6. Charges which may be made for Information published under this scheme.
7. 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.
8. Material which is published and accessed on a website will be provided free of charge.
9. Charges will be made for information subject to a charging regime specified by Parliament.
10. Charges will be made for actual disbursements incurred such as: -
 - o Photocopying
 - o Postage and Packaging
 - o The costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.
11. Charges will 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.
12. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by the Parish 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.

**Information available from Old Marston Parish Council under the Model Publication Scheme
5th MARCH 2018**

Information available from Old Marston Parish Council under the model publication scheme

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) (Current information only)		
Who's who on the Council and its Committees	Website. / Hard copy	Free / 10p per sheet
Contact details for Parish Clerk and Council members	Website. / Hard copy	Free / 10p per sheet
Location of main Council office and accessibility details	Website. / Hard copy	Free / 10p per sheet
Staffing structure	Website. / Hard copy	Free / 10p per sheet
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	Website. / Hard copy	Free / 10p per sheet
Finalised budget	Website / Hard copy	Free / 10p per sheet
Precept	Website/Hard copy	Free/10p per sheet
Borrowing Approval letter	Not Applicable	
Standing Orders and Financial Regulations	Website/Hard copy	Free/10p per sheet

Grants given and received	Website. / Hard copy	Free / 10p per sheet
List of current contracts awarded and value of contract	Website. / Hard copy	Free / 10p per sheet
Members' allowances and expenses	Website. / Hard copy	Free / 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Council Action Plan	Website/Hard Copy	Free/10p per sheet
Annual Report to Parish or Community Meeting	Website. / Hard copy	Free / 10p per sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Parish Noticeboard/ Hard copy	Free //10p per sheet
Agendas of meetings (as above)	Website/Parish Noticeboard/Hard copy	Free//10p per sheet
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.	Website. / Hard copy	Free / 10p per sheet
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet

Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Oxford City Council Website / Hard Copy (Minutes)	Free / 10p per sheet
Bye-laws	Website/Hard copy	Free/10p per sheet
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: Procedural standing orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers Code of Conduct, Policy statements	All available Website/Hard copy.	Free/10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services, Equality and diversity policy, Health and safety policy, Recruitment policies (including current vacancies), Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme).	All available Website/Hard copy.	Free/10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Website. / Hard copy	Free / 10p per sheet

Data protection policies		
Schedule of charges (for the publication of information)	Website. / Hard copy	Free / 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard copy	10p per sheet
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)	Not applicable	
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
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		
Allotments	Website./ Hard copy	Free / 10p per sheet
Burial grounds and closed churchyards	Website/Hard copy	Free/10p per sheet
Community centres and village halls	Not Applicable	

Parks, playing fields and recreational facilities	Website./ Hard copy	Free/10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website./Hard copy	Free/10p per sheet
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website./Hard copy	Free/10p per sheet
Additional Information		

Contact details:

All requests for hard copies should be made by e-mail or in writing to:

Mr Tim Cann
 Clerk to Old Marston Parish Council
 8 Nicholas Avenue
 Old Marston
 Oxford OX3 0RN

Tel: 01865 203 139

Email clerk@oldmarston-pc.gov.uk

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying in colour (where possible) Price per single sheet on application	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class. If 1 st class post is requested this will be charged at the appropriate rate.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Copies of archived items held by Oxfordshire County Archives.	Cost on application *

* the actual cost incurred by the public authority