

Information available from Antrobus Parish Council under the model publication scheme

(Sources: Freedom of Information Act 2000. Information Commissioner's Office ico.org.uk)

This Publication scheme commits Antrobus Parish Council to make the information below available to the public as part of its normal business activities. The information covered, and how to access it, is included in seven classes of information defined below. The council commits to review and update this scheme on a regular basis.

The Methods by which information will be made available

Website – Please visit Parish council sections on www.Antrobus.info.

Noticeboard – on the three noticeboards on School Lane, and at Gibb Hill and Frandley.

Village news – printed on the local village monthly newsletter delivered to houses and available from the village shop.

Hard copy – by contacting the clerk by telephone, email or letter using the current contact details on this document and published on the website, on noticeboards and in the village news. The requester is asked to provide name and address.

Information would normally be provided hardcopy. Information in a format suitable for the person's disability will be considered. Where in exceptional circumstances some information is only available by viewing in person, then an appointment will be arranged within a reasonable timescale.

Classes of information

<u>Information to be published</u>	<u>How it can be obtained</u>
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	
List of councillors on the Council and its Committees (if any)	Website, village news, noticeboards
Contact details for Parish Clerk and Council members	Website, village news, noticeboards
Location of main Council office and accessibility details	hard copy
Staffing structure	hard copy

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<p>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.</p>	hard copy website
Annual return form and report by auditor	hard copy
Finalised budget	hard copy
Precept	hard copy
Financial Standing Orders and Regulations	hard copy
Grants given and received	hard copy
List of current contracts awarded and value of contract	hard copy
Members' allowances and expenses	hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)
Parish Plan	hard copy
Annual Reports to Parish Meetings	hard copy
Information about our Quality status	hard copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year.</p>	(hard copy or website)
Timetable of meetings (Council, any committee meetings and parish meetings)	Website, noticeboard, village news hard copy
Agendas of meetings	Website, noticeboard, hardcopy
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website, noticeboard, Village news (summary), Hardcopy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Minutes, village news, noticeboards, Hardcopy
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of</p>	Hard copy for all items

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reference Delegated authority in respect of officers Code of Conduct Grant Awarding Policy Training Statement of Intent	
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Freedom of Information Publication scheme Complaints procedure	Hard copy for all items
Document storage policy	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	This document
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets Register	Hard copy
Register of members' interests	Hard copy, on website and on Cheshire West and Chester website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer Current information only	
Community garden membership rules	Hard copy
Playground	Hard copy
Seating, litter bins	Hard copy
Bus shelters	Hard copy
Street Flower planters	Hard copy
Litter pick event	Village news, Village shop, Hard copy
Additional Information Information that is not itemised in the lists above	Not applicable

Exclusions

The classes of information above will generally exclude:

- 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.

Information held by the council that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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Exceptions to compliance

Vexatious or repeat requests will not be complied with.
Costly requests will not be complied with.

A person's right of access to specific information is subject to some exceptions:

Absolute exceptions to compliance

- If alternative routes to access exist
- If information is about the person himself (Right for information is under the Data Protection Act)
- Information provided in confidence

Qualified exceptions to compliance

- If the information is intended for future publication
- If information endangers the safety or physical or mental health of another person
- If information relates to another individual
- If information has the protection of legal privilege
- If information may prejudice the commercial interests of a person or the council

Schedule of charges

Charges for accessing information will be made as follows. Material accessed on a website or noticeboard is free of charge. The village news is delivered free but there may be a small charge for additional copies. An estimate of which will be provided beforehand and payment would be expected in advance.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white), 15p per sheet (colour)	Actual cost
	Postage and packing	Cost of postage standard 2 nd class
Statutory Fee		In accordance with the Freedom of Information Act 2000 section 9(3) and any relevant legislation
Other		

Contact details

Parish clerk Simon Palmer, 1 Merryfall Cottages, Goosebrook Lane,
Higher Whitley, Warrington WA4 4PT Tel. 01606 891462

Cheshire West and Chester website cheshirewestandchester.gov.uk

References

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Freedom of Information Act 2000 section 9(1), 9(3), 12

Amendment history

Jan 2008 Model publication scheme adopted and guide to information produced

Apr 2014 Second version of publication scheme (under the Model publication scheme)