

Market Bosworth Parish Council



Freedom of Information Act 2000

Publication Scheme & Guide to Information available from the Parish Council

Section 19 of The Freedom of Information Act 2000 requires local authorities to make information available to the public as part of its normal business activities and to adopt a Publication Scheme accordingly.¹ Market Bosworth Parish Council has adopted the model Publication Scheme as prepared and approved by the Information Commissioner. The scheme commits the Parish 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 shown in the table below.
- specify the information which is held by the authority and falls within the classifications shown in the table 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 can be 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 schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 re-use; 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 re-use under the terms of the Re-use 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.

Information available for publication 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

¹*Freedom of Information Act 2000 (Commencement No 2 and No 3) Orders (S1.2002/2812 and S1.2003/2603) imposes the duty to adopt a publication scheme approved by the Information Commissioner*

- 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 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 will be provided in the language in which it is held or in such other language that is legally required. 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.

Information available from Market Bosworth Parish Council

Information to be published	How the information can be obtained (website or hard copy) Website address: www.marketbosworth-pc.gov.uk Cost of hard copies: 20p per sheet + office administration time @ £25 per hour + postage / packing where necessary
<u>Class 1 – Who we are and what we do</u> (current organisational information, locations, contacts, constitutional and legal governance)	
Who's who on the Council and its working parties	Website or hard copy
Contact details	Website or hard copy
Location of Parish Council Office and accessibility details	Website or hard copy
Policy documents	Website or hard copy
<u>Class 2 – What we spend and how we spend it</u> (current financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)	
Current and previous financial years	Website or hard copy
Annual return forms and reports by internal and external auditors	Website or hard copy
Finalised budget	Website or hard copy
Precept	Website or hard copy
Financial Regulations and Standing Orders	Website or hard copy
Grants given and received	Information available on request to the Parish Council Office
List of current contracts awarded and value of contract	Information available on request to the Parish Council Office

Members' allowances and expenses	Information available on request to the Parish Council Office
<u>Class 3 – What our priorities are and how we are doing</u> (current strategy and performance information, plans, assessments, inspections and reviews)	
Neighbourhood Plan including Station Field Design Brief and Tree & Hedgerow Survey	Website or available to view by appointment in the Parish Council Office (for appointments to view contact: The Parish Clerk, Parish Council Office, Parish Hall, Park Street, Market Bosworth, Nuneaton, Warks, CV13 0LL; email clerk@marketbosworth-pc.gov.uk or tel: 01455 291867)
Annual Report to the Annual Parish Meeting	Website or hard copy
Quality status	Information available on request to the Parish Council Office
Inspections and reviews	Information available on request to the Parish Council Office
<u>Class 4 – How we make decisions</u> (current policy proposals and decisions, decision making processes, records of decisions, internal criteria and procedures, consultations)	
Timetable of meetings	Website or hard copy
Agendas of meetings	Website or hard copy
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting	Website or hard copy
Reports presented to council meetings n.b. this will exclude information that is properly regarded as private to the meeting	Website or hard copy
Responses to consultation papers	Leicestershire County Council for County Council consultation responses. Hinckley & Bosworth Borough Council for Borough Council consultation responses. For other consultation responses information is available on request to the Parish Council Office.
Responses to planning applications	Hinckley & Bosworth Borough Council
<u>Class 5 – Our policies and procedures</u> (current written protocols for delivering our functions and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural Standing Orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<ul style="list-style-type: none"> • Website or hard copy • Not applicable • Information available on request to the Parish Council Office • Website or hard copy • Website or hard copy

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • 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) 	<ul style="list-style-type: none"> • Website or hard copy • Website or hard copy • Website or hard copy • Information available on request to the Parish Council Office
Information security policy	Website or hard copy
Records management policies (records retention, destruction and archive)	Website or hard copy
Data protection policies	Website or hard copy
Schedule of charges (for the publication of information)	Website or hard copy
<u>Class 6 – Lists and Registers</u> (information held in registers required by law and other lists and registers relating to the functions of the authority, currently maintained lists and registers only)	
Burial site plan	Information available on request to the Parish Council Office
Assets register	Website or hard copy
Register of Members' Interests	Website or hard copy. Hinckley & Bosworth Borough Council.
<u>Class 7 – The services we offer</u> (services, advice and guidance, booklets and leaflets, transactions and media releases)	
Burial grounds – relevant policies	Website or hard copy
Parks, playing fields and recreational facilities	Website or hard copy
Seating, litter bins, clocks, memorials and lighting	Website or hard copy
Bus shelters	Website or hard copy
Public conveniences	Website or hard copy
Car parks	Information available on request to the Parish Council Office
A summary of services for which the council is entitled to recover a fee, together with those fees	Information available on request to the Parish Council office
Newsletters	Website or hard copy

Contact details:

The Parish Clerk, Parish Council Office, Parish Hall, Park Street, Market Bosworth, Nuneaton, Warks, CV13 0LL

Tel: 01455 291867

Email: clerk@marketbosworth-pc.gov.uk

Schedule of charges:

- The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 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 making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act 2000, 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.
- Charges may be made for actual disbursements incurred as follows:
 - All hard copies are obtainable by photocopying in black and white.
Photocopying is undertaken in the Parish Council Office.
The Parish Council will charge 20p per sheet to cover the cost of ink, paper and envelope.
 - Postage will be charged as per the current costs applied by Royal Mail for standard 2nd class postage.
 - £25 per hour will be charged where hard copies are requested to cover administration costs.
 - £25 per hour will be charged where requests require research and collation of information held by the Parish Council.

Adopted by Market Bosworth Parish Council at its Meeting held on: 4 September 2018

Minute reference no: 11