

Freedom of Information Policy- Publication Scheme

Introduction

The Freedom of Information Act 2000, which came into full effect on 1 January 2005, gives a general right of access to all kinds of recorded information held by public authorities. Mary Tavy Parish Council is a public authority as defined in the Act.

Every public authority is required to adopt and maintain a publication scheme. Mary Tavy Parish Council adopted the Model Publication Scheme at the Annual Meeting of the Council held on Tuesday 10th May 2022 (minute reference: page 12).

Members of the public already have a high degree of access to information from Mary Tavy Parish Council via publicly accessible council meetings, its website, email and the telephone.

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 this guide can still be requested and should be made available unless it can be legitimately withheld due to an exemption. All applications must be made in writing to:

Miss. K Anness (Clerk to Mary Tavy Parish Council), 32 Oak Road, Tavistock, PL19 9EZ.

All information not covered by an exemption must ordinarily be released to the applicant within twenty working days of the request. If the Council considers that the information requested should not be made available, because of an exemption applying, then the applicant will be informed of this.

Model Publication Scheme

Freedom of Information Act

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.

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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.
- To 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 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 whereby 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 impractical 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.

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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 and printing
- 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 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, 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 by a public authority that is not published under this scheme can be requested in writing, whereby its provision will be considered in accordance with the provisions of the Freedom of Information Act.

End of model publication scheme

See next page for a table of the information available from Mary Tavy Parish Council under the Freedom of Information Act model publication scheme.

Information available from Mary Tavy Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. Some of the information below is not applicable to Mary Tavy Parish Council, in which case we will mark it as 'n/a'

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well as a list of Council Committees	Website Hard copy	Free 5p per sheet
Details of any representation on local public bodies	Website Hard copy	Free 5p per sheet
Postal and email address for the Parish Council	Website Hard copy	Free 5p per sheet
Contact details for Parish Clerk and Councillors (name, postal address, email address and telephone number)	Website Hard copy	Free 5p per sheet
Location of main Council office and accessibility details	n/a	
Staffing structure	Hard copy	5p per sheet

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Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 5p per sheet
Finalised budget	Website (minutes) Hard copy	Free 5p per sheet
Precept	Website (minutes) Hard copy	Free 5p per sheet
Borrowing Approval letter	n/a	
All items of expenditure above £100	Website Hard copy	Free 5p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 5p per sheet
Grants given and received	Hard copy	5p per sheet
List of current contracts awarded and value of contract	Hard copy	5p per sheet
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 5p per sheet
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Website Hard copy	Free 5p per sheet
Quality status	n/a	

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Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 5p per sheet
Agendas of meetings (as above)	Website Hard copy	Free 5p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 5p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 5p per sheet
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications	Dartmoor National Park Authority website Parish council website Hard copy	Free Free 5p per sheet
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

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<p>Policies and procedures for the conduct of Council business:</p> <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 	<p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p>	<p>Free/5p per copy</p> <p>Free/5p per copy</p> <p>Free/5p per sheet</p> <p>Free/5p per sheet</p> <p>Free/5p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy statement • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedure (for all complaints including those related to requests for information and the council's operation of the publication scheme) 	<p>Not held</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website (current vacancies)/hard copy (recruitment policies)</p> <p>Website/hard copy</p> <p>Website/hard copy</p>	<p></p> <p>Free/5p per sheet</p> <p>Free/5p per sheet</p> <p>Free 5p per sheet</p> <p>Free/5p per sheet</p> <p>Free/5p per sheet</p>
<p>Records management, personal data and access to information policies:</p> <ul style="list-style-type: none"> • Data protection policy • Privacy notice • Document retention and disposal policy 	<p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p>	<p>Free/5p per sheet</p> <p>Free/5p per sheet</p> <p>Free/5p per sheet</p>

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<ul style="list-style-type: none"> Freedom of information policy-publication scheme 	Website/hard copy	Free/5p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website Hard copy	Free 5p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	Website Hard copy	Free 5p per sheet
Register of gifts and hospitality	Not held	
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	n/a	
Burial grounds and closed churchyards	Website Hard copy	Free 5p per sheet
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per sheet
Bus shelters	Hard copy	5p per sheet
Markets	n/a	

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Public conveniences	n/a	
Agency agreements	n/a	
Services for which we are entitled to receive a fee (e.g., burial fees)	Website Hard copy	Free 5p per sheet

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	Printing/photocopying @5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* The actual cost incurred

Contact details:

Website address: www.marytavyparishcouncil.co.uk

Miss K. Anness (Clerk and Responsible Financial Officer)
32 Oak Road,
Tavistock
PL19 9EZ

Telephone: - 01822 616047

Email: - parishclerk@marytavyparishcouncil.co.uk

This policy (including the table of information available under the Freedom of Information Act model publication scheme) was last reviewed, approved and readopted by the full council during the meeting held on 11th April 2023

Minute reference: page 6

Next review due: May 2024