

Burghclere Parish Council

Model Publication Scheme (ICO Model)

Including:

Information available under the Publication Scheme

and

Accessing information not published under the scheme (Freedom of Information Requests)

- How to submit requests
- How the council will respond
 - Exemptions
- Vexatious/Repeat requests
 - Fees
 - Complaints

Date adopted: 4th September 2023

Review due: September 2024

Model publication scheme

Model publication scheme Version 1.2 20151023

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.

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 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.

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 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
- 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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Burghclere Parish Council under the Model Publication Scheme

Information	Current	Previous
Class 1: Who we are & what we do		
Names of Parish Councillors including membership of committees & working groups and allocation of specific monitoring roles.	Website – “Who we are” page. Published in Parish Monthly News.	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry.
Contact details for Parish Councillors	Website – Email addresses on “Who we are” page.	On enquiry
Parish Council contact details, including address and name of Clerk.	Website – “Who we are” page. Published in Parish Monthly News. Noticeboards.	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry.
Class 2: What we spend & how we spend it		
Annual Governance and Accountability Return	Website	Previous 6 years: Website from year ending 31 st March 2020. Prior to year ending 31 st March 2020 – on enquiry.
Internal and External Auditors Report	Website	Previous 6 years: Website from year ending 31 st March 2020. Prior to year ending 31 st March 2020 – on enquiry.
End of year bank reconciliations, together with summary of income and expenditure.	Website	Previous 6 years: Website from year ending 31 st March 2020. Prior to year ending 31 st March 2020 – on enquiry.
Approved Budget/Precept	Website	Previous 6 years: Website from year ending 31 st March 2020. Prior to year ending 31 st March 2020 – on enquiry.

Notice of Public Right to Inspect	Website Noticeboards	Previous ones on website from year ending 31 st March 2020 onwards.
Financial Regulations	Website	On enquiry
Class 3: What are our priorities and how we are doing		
Report to Annual Parish Meeting	Website	Website from year ending 21 st March 2021. Prior to year ending 31 st March 2021 – on enquiry.
Internal auditor report	Website	Previous 6 years: Website from year ending 31 st March 2020. Prior to year ending 31 st March 2020 – on enquiry.
Parish Council meeting minutes	Website	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry.
Class 4: How we make decisions		
Meeting Agenda & Minutes	Website	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry.
Reports to meetings	Website	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry.
Meeting notices	Website Noticeboard (current only)	On enquiry.
Planning applications responses	Website (via meeting minutes)	Website (via meeting minutes and agenda to 1 st April 2019). Prior to 1 st April 2019 – on enquiry. Applications since 1/12/2015 online at

		www.basingstoke.gov.uk, prior applications at BDBC's offices
Class 5: Policies & Procedures		
Including (but not limited to): <ul style="list-style-type: none"> • Standing Orders • Code of Conduct • Financial Risk Management • Terms of Reference (Working Groups & Committees) 	Website	On enquiry.
Class 6: Lists & Registers		
Asset Register	Website	On enquiry.
Register of Members' Interests	Online at www.basingstoke.gov.uk	Not available.
Class 7: What services we offer		
Assets owned in Trust for the Pinder Recreational Trust	Website	On enquiry
Allotments, defibrillators, war memorial, litterwarden and commons.	Website	On enquiry

Accessing Information not included within the Model Publication Scheme

Information held by Burghclere Parish Council (BPC) 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 (FOIA).

Written requests must include your real name and be submitted to the Clerk at:

clerk@burghclerepc.com, or

Burghclere Parish Council, c/o Portal Hall, Church Lane, Burghclere, Nr Newbury, Berkshire RG20 9HX

Council's Response to a written request

Your request will be recorded in a FOI register on and we will respond within 20 working days to:

- confirm to you whether it holds the information.
- advise you if a fee will be charged.
- provide you with the information (after any relevant fee has been paid) unless it is assessed to be a vexatious/repeat request or be subject to an exemption.

Reponses will be in accordance with the Freedom of Information Act 2000 as set out in guidance provided by the Information Commissioner's Office, which is available at: [Guide to freedom of information | ICO](#).

Exempt Information

The FOIA provides for the exemption of some information from disclosure, for example, if it would be harmful to another person. We will inform you if an exemption applies to the information you are requesting.

Vexatious or repeated requests

BPC is committed to openness and transparency, however, responding to vexatious and/or habitual requests can be both time consuming and wasteful of our limited resources. Therefore, these will be assessed and responded to in accordance with our Vexatious Requests policy, which is published on our website.

Fees

Disbursement costs:

Website: free of charge

Email & attachments: free of charge

Printing or photocopy of up to 5 A4 pages provided free, additional pages at 10p per page

Postage (if required) will be charged at cost.

Staff Costs:

A charge of £25 per hour will be implemented should the estimated staff costs involved in locating and/or compiling the requested information exceed £450.

An estimate of all charges to be implemented will be provided in advance and for agreement prior to any work commencing.

Complaints

If you are dissatisfied with the response you have received then you should put your complaint in writing to:

clerk@burghclerepc.com, or

Burghclere Parish Council, c/o Portal Hall, Church Lane, Burghclere, Nr Newbury, Berkshire RG20 9HX

When it will be reviewed at the next scheduled meeting of BPC.

You have an additional right to appeal by contacting the **Information Commissioner's Office** at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5A

0303 123 1113 casework@ico.org.uk www.ico.org.uk