



## **YAXHAM PARISH COUNCIL**

### **FREEDOM OF INFORMATION PUBLICATION SCHEME**

**Reviewed and Readopted by Yaxham Parish Council at its meeting on  
11<sup>th</sup> August 2022**

**Due for Review June 2024**

**YAXHAM PARISH COUNCIL**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**  
 (required by the Freedom of Information Act 2000)

**1. Model Publication Scheme**

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.

- 1.1 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.
- 1.2 The scheme commits an authority:
  - 1.2.1 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.
  - 1.2.2 To specify the information which is held by the authority and falls within the classifications below.
  - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - 1.2.4 To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme.
  - 1.2.6 To produce a schedule of any fees charged for access to information which is proactively available.
  - 1.2.7 To make this publication scheme available to the public.

**2. Classes of Information**

- 2.1 Who are we and what do we do. Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
- 2.6 Lists and Registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

- 2.7 The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 The classes of information will not generally include:
- 2.8.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly to be protected from disclosure.
  - 2.8.2 Information in draft form.
  - 2.8.3 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.

### **3. The method by which information published under this scheme will be made available**

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

### **4. Charges which may be made for information published under this scheme**

- 4.1 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:
- a) photocopying
  - b) postage and packaging
  - c) 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.

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.

### **5. 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 2000.

### Information available from Yaxham Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Who's who on the Council and its Committees	Website / Hard Copy
Contact details for Parish Clerk and Council Members	Website / Hard Copy
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Website / Hard Copy
Finalised budget	Website / Hard Copy
Precept	Website / Hard Copy
Borrowing approval letter (if applicable)	Website / Hard Copy
Financial Standing Orders and Regulations	Website / Hard Copy
Grants given and received	Website / Hard Copy
List of current contracts awarded and value of contract	Website / Hard Copy
Members' allowances and expenses regulations	Website / Hard Copy
Members' allowances Travel and Subsistence	Website / Hard Copy
Local Government Transparency Code for Smaller Authorities	Website / Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Neighbourhood Plan	Website / Hard Copy
Annual Report to Parish Meeting	Website / Hard Copy
<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Website / Hard Copy / Notice boards
Agendas of meetings	Website / Hard Copy / Notice boards
Minutes of meetings – <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Website / Hard Copy
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Hard Copy upon request
Responses to consultation papers	Hard Copy upon request
Responses to planning applications	Hard Copy upon request
Bye-laws	Hard Copy upon request
<b>Class 5 – Our policies and procedures</b>	
<b>Policies and procedures for the conduct of council business</b>	
Procedural standing orders	Website / Hard Copy
Delegated authority in respect of officers	Website / Hard Copy
Code of Conduct	Website / Hard Copy
Equal Opportunities policy	Website / Hard Copy
<b>Policies and procedures for the provision of services and about the employment of staff</b>	

Internal policies relating to the delivery of services/job descriptions	Hard Copy upon request
Disability Discrimination policy	Website / Hard Copy
Health and Safety policies	Website / Hard Copy
Recruitment policy	Website / Hard Copy
Policies and procedures for handling requests for information	Website / Hard Copy
Complaints policy (including those covering requests for information and operating the publication scheme)	Website / Hard Copy
<b>Other Policies</b>	
Community Engagement Strategy	Website / Hard Copy
Records management policies (records retention, destruction and archive)	Website / Hard Copy
Data protection policies	Website / Hard Copy
Anti-Fraud Policy	Website / Hard Copy
Co-option Policy	Website / Hard Copy
Grant Award Policy	Website / Hard Copy
Internal Audit Plan	Website / Hard Copy
Staff Training Policy	Website / Hard Copy
Financial and Risk Assessment	Website / Hard Copy
Safeguarding Policy	Website/Hard Copy
<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard Copy upon request
Assets Register	Website / Hard Copy
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)	Hard Copy upon request
Register of members' interests	Hard Copy / Website link to Breckland Council
Register of gifts and hospitality	Hard Copy upon request
<b>Class 7 – The services we offer</b>	
Community centres and village halls	Hard Copy upon request
Parks, playing fields and recreational facilities	Hard Copy upon request
Seating, litter bins, clocks, memorials and lighting	Hard Copy upon request
Bus shelters	Hard Copy upon request
Agency agreements	Hard Copy upon request
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard Copy upon request
<b>Additional Information</b>	
Any information that is not itemised by the lists above will be published here	

**Schedule of Charges – The charges apply for requests under both the Freedom of Information Act (FOIA) and the Environmental Information Regulations 2004 (EIR)**

Type of Charge	Description	Basic of Charge
Disbursement cost	Photocopying at 5p per sheet (black & white)	Actual cost 5p per sheet

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
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