

## **CRAWLEY PARISH COUNCIL**

### **PUBLICATION SCHEME**

The scheme is based on the Freedom of Information Act 2000

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 the 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 a specified licence. The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The terms “relevant copyright work” and “specified licence” are 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,
- 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 or is otherwise properly considered to be protected from disclosure.

**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 packing
- 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 CRAWLEY PC UNDER THE PUBLICATION SCHEME

| <b>Class 1 – Who we are and what we do</b>                         | <b>How the information can be obtained</b>            | <b>Cost</b>                          |
|--|---|--------------------------------------|
| Who's who on the Council and its Committees                        | Newsletter bi-monthly. Website<br>Hard copy<br>E-mail | Nil<br>20p per sheet plus p&p<br>Nil |
| Contact details for Parish Clerk and Council members               | Newsletter bi-monthly. Website<br>Hard copy<br>E-mail | NIL<br>20p per sheet plus p&p<br>Nil |
| Location of main Council Office and accessibility details          | Not applicable  |                                      |
| Staffing structure   | Not applicable -Clerk is only member of staff         |                                      |
|  |   |                                      |
| <b>Class 2 What we spend and how we spend it</b>                   |   |                                      |
| Annual Return form and report by auditor – limited to past 3 years | Posted on village noticeboards annually<br>Hard copy  | 20p per sheet plus p&p               |
| Finalised budget – limited to past 3 years                         | Website   |                                      |
| Precept – limited to past 3 years                                  | Hard copy<br>E-mail                                   | 20p per sheet plus p&p<br>Nil        |
| Financial Standing Orders and Regulations                          | Part of Standing Orders – hard copy<br>E-mail         | 20p per sheet plus p&p<br>Nil        |
| Grants given and received – limited to past 3 years                | Extract from Minutes – hard copy<br>E-mail            | 20p per sheet plus p&p<br>Nil        |
| List of current contracts awarded and value of contract            | Extract from minutes – hard copy<br>E-mail            | 20p per sheet plus p&p<br>Nil        |
| Members Allowances And expenses – limited to past 3 years          | None paid   |                                      |
|  |   |                                      |

|   |  |                               |
|---|--|-------------------------------|
| <b>Class 3 What our priorities are and how we are doing</b>   |  |                               |
| Parish Plan   | Website  |                               |
| Annual Report to Parish Meeting – limited to past 3 years   | Website  |                               |
|   |  |                               |
| <b>Class 4 How we made decisions</b>  |  |                               |
| Timetable of Parish Council meetings  | Website  |                               |
| Agendas of meetings   | Website  |                               |
| Minutes of meetings   | Website  |                               |
| Reports presented to council meetings – limited to past 3 years – n.b. This will exclude information that is properly regarded as private to the meeting  | Hard copy – extracts from minutes<br>E-mail                                      | 20p per sheet plus p&p<br>Nil |
| Responses to consultation papers – limited to past 3 years  | Hard copy<br>E-mail  | 20p per sheet plus p&p<br>Nil |
| Responses to planning applications – limited to past 3 years  | Website - Minutes  |                               |
|   |  |                               |
| <b>Class 5 Our Policies and Procedures</b>  |  |                               |
| Policies for the conduct of council business:<br><br>Procedural standing orders:<br>Committee and sub-committee terms of reference<br>Delegation authority in respect of Clerk<br>Code of Conduct   | Website<br>Website<br>Website<br>Website   |                               |
| Policies and Procedures for the provision of services and about the employment of staff<br><br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies<br>Complaints procedures<br>Information security policy<br>Records management policies (record retention, destruction & archives)<br>Data protection policies<br>Schedules of charges for the publication of information | None<br>Website<br>None<br>Website<br><br>Website<br>Website<br>Hard copy/E-mail | 20p per sheet plus p&p t/Nil  |
|   |  |                               |
| <b>Class 6 Lists and Registers</b>  |  |                               |
| Assets Register   | Hard copy. E-mail  | 20p per sheet plus p&p /Nil   |

Source: Information Commission's Publication Scheme dated 2013.

|   |   |                              |
|---|---|------------------------------|
| Register of Members Interests   | Monitoring Officer at WCC holds originals. Hard copies available from Clerk. E-mail | 20p per sheet plus p&p /Nil  |
| Register of gifts and hospitality   | Hard copy. E-mail   | 20p per sheet plus p&p /Nil  |
| <b>Class 7 The services we offer</b>  |   |                              |
| Allotments  | Not applicable  |                              |
| Burial Grounds and closed churchyards (plans, general policies & charges  | Not applicable  |                              |
| Community Centres and village halls   | Not applicable  |                              |
| Parks, playing fields and recreational facilities   | Hard copy. E-mail   | 20p per sheet plus p&p /Nil  |
| Seating, litter bins, clocks, memorials and lighting  | Hard copy. E-mail   | 20p per sheet plus p&p /Nil  |
| Bus shelters  | Hard copy. E-mail   | 20p per sheet plus p&p t/Nil |
| Markets   | Not applicable  |                              |
| Public conveniences   | Not applicable  |                              |
| Agency agreements   | None in place   |                              |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable  |                              |
| <b>Additional Information</b>   |   |                              |
| Village Design Statement  | Website   |                              |
| Newsletter  | Website   |                              |

**All applications for information should be made to the Clerk**

**Draft Policy - to be discussed at May 2023 parish council meeting**