

BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL

Beck Row Parish Hub

82 Holmsey Green

Beck Row

Bury St Edmunds

Suffolk

IP28 8AP

beckrowparishcouncil@gmail.com

Tel: 01638 501623

PUBLICATION SCHEME

Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner. The policy of this publication scheme is to be a means by which Beck Row, Holywell Row and Kenny Hill Parish Council can make a significant amount of information available routinely and develop a culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

The information covered is included in the classes of information displayed within the table 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 this 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.

The method by which information published under this Scheme will be made available

This 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.

Confidentiality Notice

The Parish Council's policy is to be as open as possible and supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

Written requests

Information held by this 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.

Contact Details

Parish Clerk
 Beck Row Parish Hub
 82 Holmsey Green
 Beck Row IP28 8AP
 Tel: 01638 501623 Email: beckrowparishcouncil@gmail.com

| Information to be published | How can it be obtained? | Cost |
|--|---|--------------------------|
| Class 1 - Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance. | | |
| Who's who on the council and its committees | Notice boards Parish magazine back page Hard copy – from Parish Clerk | Free Free 10p page |
| Contact details for Parish Clerk and Council members. | Notice boards Parish Magazine back page Hard copy – from Parish Clerk | Free Free 10p page |
| Location of Parish Council office and accessibility details | Notice boards Hard copy – from Parish Clerk | Free 10p page |
| Staffing structure | Hard copy – from Parish Clerk | 10p page |
| Class 2 – What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. | | |
| Annual return form and report by auditor | Notice boards Website (neighbouring parish) Hard copy – from Parish Clerk | Free Free £2 |
| Finalised Budget | Computerised Hard copy – from Parish Clerk | Free 10p page |
| Precept | Hard copy – from Parish Clerk | 10p page |
| Financial Regulations | Computerised Hard copy – from Parish Clerk | Free 10p page |
| Grants given and received | Hard copy – from Parish Clerk | 10p page |
| Class 3 – What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews. | | |
| Business plan | Computerised Hard copy – from Parish Clerk | Free 10p page |
| Annual Report to Parish Meeting | Computerised Hard copy – from Parish Clerk | Free 10p page |

| | | |
|--|---|----------------------------------|
| Playground inspection reports | Computerised Hard copy – from Parish Clerk | Free 10p page |
| Class 4 - How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. | | |
| Timetable of meetings | Notice boards Hard copy – from Parish Clerk | Free 10p page |
| Agendas of meetings | Notice boards Social media – Facebook Computerised Hard copy – from Parish Clerk | Free Free Free 10p page |
| Minutes of meetings – this will exclude info. that is properly regarded as private to the meeting. | Social media – Facebook Computerised Hard copy – from Parish Clerk | Free Free 10p page |
| Reports presented to council meetings – this will exclude info. that is properly regarded as private to the meeting. | Hard copy – from Parish Clerk | 10p page |
| Responses to planning applications | Available on portal Hard copy – from Parish Clerk | Free 10p page |
| Bye-laws | Hard copy – from Parish Clerk | 10p page |
| Class 5 - Our policies and procedures: Current written protocols for delivering our functions and responsibilities. | | |
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders Committee and sub-committee terms of reference. Delegated authority in respect of officers Code of Conduct Policy Statements | Hard copy – from Parish Clerk | 10p page |
| Policies and procedures for the provision of services and about the employment of staff: | | |
| Internal policies relating to the delivery of services. | Hard copy – from Parish Clerk | 10p page |
| Equality and diversity policy | Hard copy – from Parish Clerk | 10p page |
| Health and safety policy | Hard copy – from Parish Clerk | 10p page |
| Recruitment policies (inc Volunteer policy) | Hard copy – from Parish Clerk | 10p page |
| Policies and procedures handling requests for information. | Hard copy – from Parish Clerk Hard copy – from Parish Clerk | 10p page 10p page |

| | | |
|---|--|------------------|
| Complaints procedures (inc those covering requests for information and operating the publication scheme) | | |
| Information security policy | Hard copy – from Parish Clerk | 10p page |
| Records management policies (retention, destruction and archive) | Hard copy – from Parish Clerk | 10p page |
| Data protection policies | Hard copy – from Parish Clerk | 10p page |
| Schedule of charges (for the publication of information) | Notice boards Computerised | Free Free |
| Class 6 - Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority. | | |
| Asset Register | Computerised | Free |
| Disclosure log (indicating the information that has been provided in response to requests) | Hard copy – from Parish Clerk | 10p page |
| Register of member's interests | Hard copy – from Parish Clerk | 10p page |
| Class 7 - The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered | (some information may only be available by inspection) | |
| Beck Row Parish | Computerised Hard copy – from Parish Clerk | Free 10p/page |
| Recreational facilities, Pirate Ship Park, Toc-H land | Computerised Hard copy – from Parish Clerk | Free 10p/page |
| Memorials and street lighting | Computerised Hard copy – from Parish Clerk | Free 10p/page |
| A summary of services for which the Parish Council is entitled to recover a fee, together with those fees: | | |
| Parish Hub hire | Computerised Hard copy – from Parish Clerk | Free Free |
| Additional Information This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above. | | |
| Safety inspection records (Pirate Ship Park) | Hard copy – from Parish Clerk | 10p/page |

Schedule of charges

This describes how the charges have been arrived at.

| Type of charge | Description | Basis of charge |
|--------------------------|---|---|
| Disbursement cost | Photocopying @10p per page for black & white. | Actual costs plus administrative cover charge estimate on request. |
| | Photocopying @ 20p per page for colour | Actual costs plus administrative cover charge estimate on request. |
| | Postage | Actual cost of Royal Mail 2 nd class postage |
| Statutory Fee | | In accordance with the relevant legislation under the Freedom of Information Act 2000 |

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.