

STISTED PARISH COUNCIL

Freedom of Information Publication Scheme



Adopted on: July 2009
Reviewed on: May 2025 (noted valid until further notice)
(Sources of Information updated December 2024)
Next review due: May 2026

Freedom of Information Act 2000

This Publication Scheme was originally adopted by Stisted Parish Council in July 2009 and has been operational from that date, with relevant updates as required.

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- 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 Parish Council 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 the Parish Council's 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, the Parish Council 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 the Parish Council 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 Parish Council 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 will be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as: -

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Charges will 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 will be requested prior to provision of the information.

Written Requests

Information held by the Parish Council 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.

Requests can be made to the council:

Parish Council, 6 Covenbrook Cottages, Kings Lane, Stisted, CM77 8AJ

Or by email to

Clerk@Stisted-pc.gov.uk

On receipt of a written request for information, we will

- advise whether we hold any information falling within the scope of their request; and
- aim to provide that information as soon as possible, although 20 working days is normally allowed to respond to a request where it is more complex.

The original policy was adopted by Stisted Parish Council at a meeting in July 2009 and has been updated in line with ICO guidance since that date. The Scheme will be reviewed annually.

INFORMATION AVAILABLE FROM STISTED PARISH COUNCIL

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).	This will be current information only.	
Who's who on the Council and its committees	Website / Email (www.stisted-pc.gov.uk)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website for names of councillors and clerk / Email to Clerk@stisted-pc.gov.uk or website contact form	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Current and previous financial year as a minimum. Primarily held https://stisted-pc.gov.uk/finance/ with Standing Orders and Financial Regulations in the Policy Page.	
Annual return form and report by Auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval Letter	N/A	N/A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Recorded within meeting minutes – Website	Free
List of current contracts awarded and value of contract	Contracts awarded within relevant minutes	N/A
Member's allowances and expenses	Councillors do not receive an allowance	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	
Parish Plan	N/A 2024. When any plan is agreed it will be on the parish website	N/A
Annual Report to Parish or Community Meeting	Recorded within meeting minutes – Website	Free
Quality Status	N/A	N/A
Local Charters drawn up in accordance with DCLG guidelines	N/A	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions)	Current and previous council year as a minimum. Resolutions in Minutes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Full Financial Year on Website /Parish Noticeboard	Free
Agendas of meetings (as above)	Website / Parish Noticeboard, next future meeting only on board, history also on website	Free
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Website for minutes 2020 onwards. Earlier records are hardcopy for inspection via the parish office or Essex Records Office	Free
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Recorded within meeting minutes – Website	Free
Responses to consultation papers	Recorded within meeting minutes – Website	Free
Responses to planning applications	Recorded within meeting minutes – Website	Free
Byelaws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Current information only https://stisted-pc.gov.uk/policies-and-procedures/	
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	Website Website Website – Financial Regulations include Delegated Authority Website Website	Free Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Website On request On request but included with any current vacancy	Free Free Free

Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Email	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policy	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers	Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish)	N/A	N/A
Register of members' interests	Website – Braintree District Council	Free
Register of gifts and hospitality	N/A. If any were received, they are held by District Monitoring Officer	N/A
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	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Details in Asset Register - Website	Free
Seating, litter bins, clocks, memorials and lighting	Details in Asset Register - Website	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

All requests for hard copies should be made by e-mail or in writing to the:

Parish Clerk
Mrs. Ruth Jubb
6 Covenbrook Cottages
Kings Lane
Stisted
Braintree
Essex
CM77 8AJ

07877 817276
Clerk@stisted-pc.gov.uk
www.stisted-pc.gov.uk

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 costs	Photocopying: Black & White Colour	£1.00 + @ 10p per sheet @ 25p per sheet
Postage	Actual cost of Royal Mail 2 nd Class stamp	
Statutory Fee		In accordance with the relevant legislation