



Freedom of Information

The 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 model publication scheme commits an authority, in this case Sampford Courtenay Parish Council(SCPC), 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 on page 2.
- To specify the information which is held by the authority and falls within the classifications on page 2.
- 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.

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 (see pages 5-8).

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.

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.

ICO Guide for Council

The full guide can be found at Appendix B.

Information available from SCPC under the Model Publication Scheme

Information to be published	How/where can the information be obtained	Cost – refer to schedule at Appendix A
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy or website	
Who's who on the Council and its Committees	Hard copy or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used). Clerk's Office based address.	Hard copy or website	
<p>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)</p> <p>Current and previous financial year as a</p>	Hard copy or website	
Annual return form and report by auditor	Hard copy or website	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy or website	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard copy or website	
Parish Plan (current and previous year as a minimum)	Hard copy or website	
Council Action Plan	Hard copy or website	
Annual Report to Annual Parish Meeting,	Hard copy or website	
Foundation Award Parish Council Scheme	Hard copy or website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Hard copy or website	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Responses to consultation papers	Hard copy or website	
Responses to planning applications	Hard copy or website	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	
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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 or website	
Policies and procedures for the provision of services and about the employment of officers: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Hard copy or website	
Policies and procedures for handling requests for information	Hard copy or website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website	
Information security policy	Hard copy or website	
Records management policies (records retention, destruction and archive)	Hard copy or website	
Data protection policies	Hard copy or website	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy or website (please note some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	
Assets Registers	Hard copy or website	

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	Hard copy or website	
Village Green	Hard copy	
Public toilets	Hard copy	
Public footpath work	Hard copy	
Inspection of Village Green play area & surrounds	Hard copy	
Register of members' interests	Hard copy or website	

APPENDIX A

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 21p per sheet (black & white) – A4	Actual cost
	Photocopying @ 35 p per sheet (colour) – A4	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Date of adoption: 4th September, 2024 Contact details: Malcolm Harris, Parish Clerk, Bridge Cottage, Sticklepath, Ex20 2NR Tel: 07732 174017

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Freedom of Information Act 2000

Guide to Information provided by Parish/ Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect Councils to provide in order to meet the commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits Councils to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

Councils must adopt the model scheme in full, unedited and promoted alongside the guide to information. Councils do not need to tell the ICO that they have adopted the scheme; we will assume they have done so unless we hear otherwise.

Councils are in breach of FOIA if they have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks Councils are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information the Council will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. Councils must:

- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects Councils to make the information in this template guide available unless:

- Councils do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by the Council or on our behalf. Councils must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible;
- or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, Councils should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and Councils should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for Councils and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, Councils must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do

so. So far as reasonably practicable, Councils must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Councils are the only owner, they must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through our publication scheme should be readily available at a low cost or at no cost to the public. If Councils do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

Councils can charge for activities such as printing, photocopying and postage as well as information that they are legally authorised to charge for. Councils must inform anyone requesting information of any charge before they provide the information. They must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If the Council charge a fee for licensing the re-use of datasets, it should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. The Council cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table within the body of the policy identifies the specific information the ICO expects the Council to publish under each of the seven classes of information set out in the [model publication scheme](#).

