



**RUSTINGTON PARISH COUNCIL**



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**Freedom of Information Act**

**Publication Scheme**

***(Adopted 24 November 2008)***

***Reviewed 22 March 2021***



## INTRODUCTION

### **The Freedom of Information Act**

The Freedom of Information Act 2000 grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

### **Publication Scheme**

Under the Act every Public Authority is required to adopt and maintain a Publication Scheme. This Scheme provides the public with a structured listing of any information released and a commitment to make it available to all. The Scheme sets out how the Council intends to publish the different Classes of information it makes available and whether it needs to charge for providing the information.

### **Freedom of Information Requests and the Publication Scheme**

It is important to note that a publication Scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

### **The Council's Commitment to the Act**

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through the website, via the telephone and by post. Should a personal visit be required to view information, an appointment will be necessary.



## 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.

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 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
- 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.

### **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.

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.

Please note that should information requested and the cost of complying with a request that exceeds £450 (this is calculated on the basis of 18 hours work at £25 per hour) the Council is entitled to make a charge known as 'prescribed costs' which include the costs of locating the information, retrieving the information, extracting the information from a document containing it, informing you whether we hold the information and communicating the information to you prior to complying with your request. Alternatively the Council may refuse the request.

You will be informed as early on in the process in writing if the request is likely to exceed £450 so that you have the option to adjust your request to bring it under the £450 limit. Where the cost of complying with the request does not exceed £450 the Council may only charge for disbursements which include photo-copying, printing, postage etc. You will be informed as early on in the process as possible if a charge is payable. Any charges must be paid prior to the information being sent. The requestor will have 60 days to pay the fees, failing which the request will be closed.

## Information available from Rustington Parish Council under the Model Publication Scheme

| Information to be published   | How the information can be obtained   | Cost                                  |
|---|---|---------------------------------------|
| <b>Class1 – Who we are and what we do</b><br><i>(Organisational information, structures, locations and contacts)</i><br><i>(Current information only)</i>   |   |                                       |
| About Rustington and The Parish Council   | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Membership List of Councillors  | Website<br>Hard Copy - Parish Clerk<br>Notice Boards<br>Community Buildings Notice Boards | Free<br>£0.05 A4 copy<br>Free<br>Free |
| List of Committees  | Website<br>Community Buildings Notice Boards  | Free<br>Free                          |
| Contact Details for Parish Clerk and Council Members  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Location of main Council Office, Village Information Centre, Buildings and Land in ownership of the Parish Council and accessibility details  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Staffing Structure  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Staff Vacancies and Employment Opportunities  | Website<br>Hard Copy - Parish Clerk<br>Notice Boards<br>Community Buildings Notice Boards | Free<br>£0.05 A4 copy<br>Free<br>Free |
| Parish Newsletter (issued quarterly)  | Website<br>Hard Copy (distributed to parishioners homes)                                  | Free<br>Free                          |
| <b>Class 2 – What we spend and how we spend it</b><br><i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i><br><i>(Current and previous financial year as a minimum)</i> |   |                                       |
| Annual Return Form and Report by Auditor  | Website<br>Hard Copy - Parish Clerk<br>Notice Boards<br>Community Buildings Notice Boards | Free<br>£0.05 A4 copy<br>Free<br>Free |

|  |   |                                       |
|--|---|---------------------------------------|
| Internal Auditor Reports to Council (twice yearly)   | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| Finalised Budget   | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Precept  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Financial Standing Orders and Regulations  | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| Grants given and received  | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| List of current Contracts awarded and value of Contract  | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| Members' Allowances and Expenses   | Website<br>Hard Copy - Parish Clerk<br>Notice Boards<br>Community Buildings Notice Boards | Free<br>£0.05 A4 copy<br>Free<br>Free |
| Community Hall Hire Charges  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| <b>Class 3 – What our priorities are and how we are doing</b><br><i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>          |   |                                       |
| Community Action Plan  | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Annual Report to Parish Meeting<br><i>(Current and previous year as a minimum)</i>   | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Quality Status notification  | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| <b>Class 4 – How we make decisions</b><br><i>(Decision making processes and records of decisions)</i><br><i>(Current and previous Council year as a minimum)</i> |   |                                       |
| Timetable of Meetings (Council, any Committee/Sub-Committee Meetings and Parish Meetings)  | Website<br>Hard Copy - Parish Clerk<br>Notice Boards<br>Community Buildings Notice Board  | Free<br>£0.05 A4 copy<br>Free<br>Free |
| Agendas of Meetings (as above)   | Website<br>Hard Copy - Parish Clerk<br>Notice Boards                                      | Free<br>£0.05 A4 copy<br>Free         |
| Minutes of Meetings (as above)<br><i>(This will exclude information that is properly regarded as private to the Meeting)</i>                                     | Website<br>Hard Copy - Parish Clerk   | Free<br>£0.05 A4 copy                 |
| Reports presented to Council Meetings –<br><i>(This will exclude information that is properly regarded as private to the Meeting)</i>                            | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| Responses to Consultation Papers   | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |
| Responses to Planning Applications   | Hard Copy - Parish Clerk  | £0.05 A4 copy                         |

## Class 5 – Our policies and procedures

*(Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)*

|  |                                 |                      |
|--|---------------------------------|----------------------|
| <p>Policies and procedures for the conduct of Council business, the provision of services and the employment of staff:</p>                     |                                 |                      |
| <ul style="list-style-type: none"> <li>Members Allowances Policy</li> </ul>  | <p>Website</p>                  | <p>Free</p>          |
|  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Code of Members' Conduct</li> </ul>   | <p>Website</p>                  | <p>Free</p>          |
|  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Council's Standing Orders</li> </ul>  | <p>Website</p>                  | <p>Free</p>          |
|  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Financial Regulations</li> </ul>  | <p>Website</p>                  | <p>Free</p>          |
|  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Staff Grievance Procedures</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Freedom of Information Act Policy &amp; Publication Scheme</li> </ul>                                   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Equal Opportunities Policy</li> </ul>   | <p>Website</p>                  | <p>Free</p>          |
| <ul style="list-style-type: none"> <li>Recruitment of Ex-Offenders Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Child Protection Policy</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Health &amp; Safety Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Staff Application Form</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Hall Hire Agreement</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Schedule of Charges (for the publication of information)</li> </ul>                                     | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Risk Assessment - Land, Buildings etc.</li> </ul>   | <p>Website</p>                  | <p>Free</p>          |
| <ul style="list-style-type: none"> <li>Playgrounds Inspection Reports</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Complaints Procedure Policy</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Homeworking Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Investment Policy</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Sickness &amp; Absence Management Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>LGPS Employer Discretions Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Redeployment and Redundancy Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Social Media Policy</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Statement of Intent as to Community Engagement</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Statement of Intent on Training</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Security Policy for the Correct Handling, Safekeeping and Disposal of Disclosure Information</li> </ul> | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Use of CCTV Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Website Policy &amp; Guidance</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>IT Communications &amp; Monitoring Policy</li> </ul>  | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Data Protection Policy</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |
| <ul style="list-style-type: none"> <li>Information Security Policy)</li> </ul>   | <p>Hard Copy - Parish Clerk</p> | <p>£0.05 A4 copy</p> |



| <b>Class 6 – Lists and Registers</b><br><i>(Currently maintained lists and registers)</i>  |                                     |                       |
|--|-------------------------------------|-----------------------|
| Asset Register   | Hard Copy - Parish Clerk            | £0.05 A4 copy         |
| Register of Members' Interests   | Hard Copy - Parish Clerk<br>Website | £0.05 A4 copy<br>Free |
| Register of gifts and hospitality  | Hard Copy - Parish Clerk            | £0.05 A4 copy         |
| Allotments Register  | Hard Copy - Parish Clerk            | £0.05 A4 copy         |
| Contractors Listings   | Hard Copy - Parish Clerk            | £0.05 A4 copy         |
| Suppliers Listings   | Hard Copy - Parish Clerk            | £0.05 A4 copy         |
| <b>Class 7 – The services we offer</b><br><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i><br><i>(Current information only)</i> |                                     |                       |
| Allotments   | Website<br>Hard Copy - Parish Clerk | Free<br>£0.05 A4 copy |
| Community Centres  | Website                             | Free                  |
| Parks, Playing Fields and Recreational Facilities  | Website<br>Hard Copy - Parish Clerk | Free<br>£0.05 A4 copy |
| Seating, Litter Bins, Clocks, Memorials and Lighting   | Website<br>Hard Copy - Parish Clerk | Free<br>£0.05 A4 copy |
| Bus Shelters   | Website<br>Hard Copy - Parish Clerk | Free<br>£0.05 A4 copy |

## Contact details:-

**Mrs Carole Ward**  
**Clerk of the Council, Council Offices,**  
**34 Woodlands Avenue, Rustington, West Sussex BN16 3HB**  
**Tel: 01903 786420 Fax: 01903 788736**  
**Email: [caroleward@rustingtonpc.org](mailto:caroleward@rustingtonpc.org)**  
**Website: [www.rustingtonpc.org](http://www.rustingtonpc.org)**

## SCHEDULE OF CHARGES

| TYPE OF CHARGE           | DESCRIPTION   | BASIS OF CHARGE   |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying<br>A4 Black and White<br>£0.05 per sheet | Actual cost * £0.005047   |
|                          | Postage £0.70   | Actual cost of Royal Mail<br>standard 2 <sup>nd</sup> class =<br>31/03/21 £0.66 2 <sup>nd</sup> class |
| <b>Publications</b>      | £1.50 per copy per pre<br>published document          | £1.00 per copy  |

\* Actual Cost incurred by Rustington Parish Council