



RUSTINGTON PARISH COUNCIL

Freedom of Information Act

Publication Scheme

(Adopted 24 November 2008)

Reviewed 24 March 2025

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.org.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
- 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.

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.

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.

Written requests

Information held by a public authority that is not published under this Scheme can be requested in writing (an email request is sufficient), 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
Class1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>(Current information only)</i>		
About Rustington and The Parish Council	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Membership List of Councillors	Website Hard Copy - Parish Clerk Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
List of Committees	Website	Free
Contact Details for Parish Clerk and Council Members	Website Hard Copy - Parish Clerk Notice Boards	Free £0.05 A4 copy Free
Location of main Council Office, Village Information Centre, Buildings and Land in ownership of the Parish Council and accessibility details	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Staffing Structure	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Staff Vacancies and Employment Opportunities	Website Hard Copy - Parish Clerk Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
Parish Newsletter (issued quarterly)	Website Hard Copy (distributed to parishioners homes)	Free Free
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>(Current and previous financial year as a minimum)</i>		
Annual Return Form and Report by Auditor	Website Hard Copy - Parish Clerk Notice Boards Community Buildings Notice Boards	Free £0.05 A4 copy Free Free
Internal Auditor Reports to Council (twice yearly)	Hard Copy - Parish Clerk	£0.05 A4 copy
Finalised Budget	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Precept	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy

Financial Standing Orders and Regulations	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Grants given and received	Website 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 Hard Copy - Parish Clerk	Free £0.05 A4 copy
Community Hall Hire Charges	Website Hard Copy - Parish Clerk	Free
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Community Action Plan	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Annual Report to Parish Meeting <i>(Current and previous year as a minimum)</i>	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>(Current and previous Council year as a minimum)</i>		
Timetable of Meetings (Council, any Committee/Sub-Committee Meetings and Parish Meetings)	Website Hard Copy - Parish Clerk Notice Boards Community Buildings Notice Board	Free £0.05 A4 copy Free Free
Agendas of Meetings (as above)	Website Hard Copy - Parish Clerk Notice Boards	Free £0.05 A4 copy Free
Minutes of Meetings (as above) <i>(This will exclude information that is properly regarded as private to the Meeting)</i>	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Reports presented to Council Meetings – <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 <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)</i>		
Policies and procedures for the conduct of Council business, the provision of services and the employment of staff: <ul style="list-style-type: none"> • *Code of Members' Conduct • *Council's Standing Orders • *Financial Regulations • Grievance Policy • Disciplinary Policy • Compassionate Leave Policy • Time Off for Dependents Policy 		Hard copies of all the documents listed are available at £0.05 per A4 copy.

<ul style="list-style-type: none"> • *Freedom of Information Act Policy & Publication Scheme • Equality and Diversity Policy • Dignity at Work Policy • Recruitment of Ex-Offenders Policy • Health & Safety Policy • Staff Application Form • Hall Hire Agreement • *Schedule of Charges (for the publication of information) • Risk Assessment - Land, Buildings etc. • Playgrounds Inspection Reports • *Complaints Procedure Policy • Homeworking Policy • Investment Policy • Sickness & Absence Management Policy • LGPS Employer Discretions Policy • Redeployment and Redundancy Policy • Safeguarding Policy • Social Media Policy • *Statement of Intent as to Community Engagement • Document Retention and Disposal Policy • Use of CCTV Policy • Website Policy & Guidance • IT Communications & Monitoring Policy • *Data Protection Policy • Information Security Policy • Information Security Incident Policy • *Guidance and Terms and Conditions of Use for Casual and Organised Activities at the Woodlands Recreation Ground 		<p>NB *All items marked with an asterisk are also available, to be viewed, via the Parish Council website free of charge</p>
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Class 6 – Lists and Registers

(Currently maintained lists and registers)

Asset Register	Hard Copy - Parish Clerk	£0.05 A4 copy
Register of Members' Interests	Hard Copy - Parish Clerk Website	£0.05 A4 copy 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

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	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Community Centres	Website	Free
Parks, Playing Fields and Recreational Facilities	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy

Seating, Litter Bins, Clocks, Memorials and Lighting	Website Hard Copy - Parish Clerk	Free £0.05 A4 copy
Bus Shelters	Website Hard Copy - Parish Clerk	Free £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
Email: caroleward@rustingtonpc.org
Website: www.rustingtonpc.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 Black and White @ £0.05 per sheet	Reasonable cost related to actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Publications	£1.50 per copy per pre published document (maximum 30 sheets)	Reasonable cost related to actual cost