

# St Sampson Parish Council Information and Publication Scheme.

Guide to information and services.

This document is a **Guide to St Sampson Parish Council Services and Information** and includes a Model Publication Scheme as required by the Information Commissioner's Office (ICO) to ensure compliance with our obligations under the Freedom of Information Act, Environmental Information Regulations and related legislation, codes and guides.

Comprehensive information about the Freedom of Information Act and related matters is available from the ICO (contact details at end of this document) and also on the Cornwall Council web site at <https://www.cornwall.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/>

## **Our Publication Scheme.**

We are committed to make information available to the public as part of our normal business activities. The scheme covers various classes of information as recommended by the ICO plus additional information, lists the documents available, and provides information about possible charges. Documents available under the Publication Scheme may come in a variety of formats, for example, formal reports, minutes, copies of agendas, dates of meetings etc. The purpose of the Scheme is to ensure a vast amount of information is available without the need to make a specific request for it. This information will be published to the world on the internet and available free of charge, primarily via our dedicated Parish Council web site :-

**<http://www.stsampsonparishcouncil.org.uk/>**

Our objective is to publish as much information as we can concerning the operations of the council and also to specifically publish further information where there is clearly a public interest or where we wish to reach a specific audience on particular subjects. We commenced filing and retaining records of council business in January 2016. Information prior to that date is not held in recorded form.

## **Information for people not confident accessing the internet.**

If you are unsure about accessing the internet to view our documents please note that anyone can access the information for you, whether they are parishioners or not. There is **no requirement to register, log in, give personal details or create an account**. Your access to our information will be **anonymous**. The information is on a **public web site, not a social media site**. You **will not** receive marketing or feedback requests as a result of accessing our web pages.

If you are still unable to access the information, please contact the Clerk explaining what information you would like and how you would like to receive it. We can print off and post to you this guide to what is available free of charge. Limited hard copies of minutes, reports etc may be made available free of charge for you to collect in the Parish but we reserve the right to charge postage at cost price and for more than occasional requests for printed papers we may also ask you to pay for our printing/stationary costs.

The Clerk, **Mrs Sue Blaxley** can be contacted by e mail at **[stsampsonpc@gmail.com](mailto:stsampsonpc@gmail.com)** or by letter at

**The Hoven, Tredarrup, St Neot. Liskeard PL14 6PP.**

You may also contact a Parish Councillor directly for advice or assistance in obtaining information about Council business but the **Clerk is the preferred central point of contact** to ensure that all requests are properly collated and dealt with. The Clerk works in a part time paid capacity. There are no other staff.

## Ways in which we disclose information.

The primary means of recording information about our routine activities will be in our published minutes of meetings but we will also publish various reports and will publish specific policy documents such as this one when they become available. All the currently available documents and reports are listed on our web site. Works in progress such as drafts and correspondence between councillors, the clerk and other parties in the transaction of council business will not be published. Formal correspondence is reported to councillors in open session for minuted action as required. We do not collate or retain files of correspondence.

Where a request is made for information which has already been published but the applicant is not aware of our publication scheme, we will direct the enquirer to the published material. We will provide a direct link to where information may be found elsewhere if we are aware of this - such as the Cornwall Council web site which is our main link for engagement with the County Council.

## Different means of information disclosure which may be used as required:-

- Bi monthly Chairman's Report in **The Pill Newsletter**.
- Hard copy displays such as on the noticeboards inside and outside the Village Hall.
- **Formal hard copy display of Notices required under Electoral Law.**
- Hard copy display of Agendas on the Village Hall Notice board.
- **Social Media messages via Golant Pill Facebook** site (in accordance with the policy of The Editor and the Golant Pill Editorial Committee.)
- **e mail.** (e mail may be used to **augment** other means of communicating information to parishioners such as giving **additional** notice of Meetings or Extra Ordinary Meetings where time is pressing.)
- Local hard copy distribution by volunteers within the Parish. (Such as delivering questionnaires.)
- Copies of Minutes held in a binder in the Village Hall.

## The scheme commits the Parish Council to make the classes of information in this document available unless:-

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the Parish Council or on its behalf. We will provide a direct link to where information may be found if we are aware of this - such as the Cornwall Council web site;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or unduly resource-intensive to prepare the material for routine release.

## 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 2000 or Environmental Information Regulations 2004, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or intended for future publication.
- 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 or predates recorded compilation of Parish Council information.

## **Reference documents and sources for additional information and policy interpretation.**

Where we do not hold our own specific policies on subject matters we follow good practice principles and procedures and draw on the published policies of Cornwall Council in the first instance as our standard, aiming to follow similar rationales as far as practicable for Parish level business. See below at "Additional Information".

Model publication scheme.

**Classes of Information.** Information has been recorded and held since January 2016.

- **Class 1. Who we are and what we do**  
Current organisational structure, names, photographs, contacts, constitutional and legal governance information are covered. There are no full time staff or office facilities. Information is held on the Council's web site which is administered by the Clerk and a jointly owned laptop computer and back up drive, also administered by the Clerk. Business of the council necessarily transacted on private e mail accounts is copied to the clerk to ensure completeness of records. See <http://www.stsampsonparishcouncil.org.uk/index.php>
- **Class 2. What we spend and how we spend it**  
Financial information about projected and actual income and expenditure and procurement, internal and external auditors' reports; Clerk's salary and expenses (authorised at each Council Meeting), Financial priorities; Current and previous years are covered with information from January 2016. Financial Risk Assessment and supporting documents are included. Annual Precept debate published in Minutes and in Annual Report to Parishioners. Councillors do not receive allowances and only expenses for actual expenditure necessarily incurred on council business are re-paid, subject to resolution by other councillors. Payments made under Local Government regulations and other legislation are detailed. See :- <http://www.stsampsonparishcouncil.org.uk/documents.php> and also at Minutes.
- **Class 3. What our priorities are and how are we doing**  
Information about our strategies and plans, performance, Priorities for Spending, audits, inspections and reviews for the current year and years since we began holding records in January 2016 are published. A link shows some work to date on our Neighbourhood Development Plan. See <http://www.stsampsonparishcouncil.org.uk/documents.php>
- **Class 4. How we make decisions**  
Decision making processes and records of decisions for the current year and previous years back to 2016. Standing Orders for the Council, Timetables of Council meetings, agendas and details of public consultations are included in this information. Notes of public comment at meetings. Responses to consultation papers, and Planning Applications are recorded in minutes. <http://www.stsampsonparishcouncil.org.uk/meetings.php>
- **Class 5. Our policies and procedures which relate to the following:-**  
Current written protocols that we follow when delivering our services and responsibilities, policies and procedures for the conduct of Council business - Standing Orders, delegation, committee and sub committee terms of reference, Codes of Conduct, Policy Statements; training for councillors, compliance with the Good Councillors' Guide. Policies and Procedures for the provision of services and about the employment of staff - recruitment and employment of staff, duties of the clerk, policies relating to Equality and Diversity, Health and Safety, FOIA, Complaints, Disclosure and Information policies, Information Security. Records management policy, Data Protection, charges for publication of information. :- <http://www.stsampsonparishcouncil.org.uk/documents.php>
- **Class 6. Lists and registers**  
Currently maintained lists and registers as the Parish Council may hold including information held in registers required by law and other lists and registers relating to the Council's functions, Asset Register, FOIA Requests, Members' Interests, Recorded Gifts and Hospitality. <http://www.stsampsonparishcouncil.org.uk/documents.php>
- **Class 7. The services we offer**  
Current advice and information, miscellaneous reports, leaflets, newsletter articles and media releases, Playground ROSPA Reports on Public Toilet, Cars Park, Village Green and public footways. See <http://www.stsampsonparishcouncil.org.uk/documents.php>
- **Additional Information.** – In addition to the seven classes of information to be published when they are held in accordance with the ICO Model Publication scheme, the Parish Council also publishes additional information in a variety of ways as noted above at the section "Different means of information Disclosure." See also the section above on "Reference documents and sources for additional information and policy interpretation."

## **How to make a Freedom of information Act Request.**

Information **held** by the 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 2000 and the Environmental Information Regulations 2004. All Freedom of Information requests need to be made in writing but may be by e mail.

Before submitting a Freedom of Information request you may find the information you need by asking the clerk by any means, or reading this Publication Scheme under Classes 1 to 7 above or reading our Standing Orders or searching on our web site source at :- <http://www.stsampsonparishcouncil.org.uk/>.

You can request environmental information under the Environmental Information Regulations (EIRs) verbally, however we do encourage written requests to ensure that we have as much detail as possible in order to search for and provide the information you have asked for. Responses are provided under the Open Government License (OGL) and therefore available for you to re-use as you wish. Where any exceptions to this apply, we will let you know when we respond. We will keep and publish a log noting request subject matters, relevant dates and response in summary form. The log will not include complainant identity.

## **What to include in your request.**

When making a freedom of information request you must provide your name, a contact address (this can be an email address), a detailed description of the information you require. Please be specific and only request the information you need rather than more than you require, as being non specific may prevent or slow down disclosure. Information will be disclosed in paper copy or via e mail. Where information is not held, you will be informed. We do not hold datasets. (A dataset is a collection of factual information in electronic form to do with the services and functions of the authority that is neither the product of analysis or interpretation, nor an official statistic and has not been materially altered.)

## **What happens next?**

You should receive the information you have requested within **20 working days** of making your request. Note that the Parish Council does not have full time staff or keep routine hours of business and your request may not be seen until the Clerk is working on Parish Council business. If we need more time we will contact you to acknowledge the request and respond as soon as practicable.

## **Can my request be turned down?**

We may not be able to release certain information due to data protection issues or where the information is sensitive or confidential. Where this is the case we will clearly set out the reasons for withholding the information. Where information is not held the Parish Council will not create it to meet a disclosure request.

## **Your right to appeal**

Our aim is to be as open as possible with the information we provide, but should you feel that this has not been the case, you have a formal appeal process at your disposal. Your appeal must go to the Clerk to the Parish Council, asking for the application to be **Re-considered on Appeal** and giving your grounds for appeal. The case will be referred by the Clerk as a **published Agenda item for debate by a meeting of the Parish Council** with either the Chair or the designated Vice Chair presiding. The meeting will be before the public. Members of the public may make representations subject to the normal 15 minutes maximum time limit for all representations but once formal debate commences, only Councillors may speak and resolve on the action to be taken. The decision of the council will be relayed back to the applicant within 5 working days. If you remain dissatisfied, **you have the statutory right to seek to continue your request by contacting the Information Commissioner's Office :-**

FOI/EIR Case Reception,  
The Information Commissioner's Office, Wycliffe House  
Water Lane. Wilmslow. Cheshire SK9 5AF.

**Web:** [www.ico.gov.uk](http://www.ico.gov.uk)

## **Schedule of charges.**

Charges which may be made for information published under this scheme.

Material which is published and accessed on the website is **provided free of charge to anyone with an internet connection.**

Charges made by the Parish Council will be justified, transparent and kept to a minimum. Charges may also be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as stationary, printing, postage and packaging. 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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing @ 0.20.p per sheet A4 size only,(black & white)	Actual cost
	Printing @ £1.00 per sheet A4 only, (Black/white plus colour)	Actual cost
	Stationary	Actual cost.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class