

# Sunninghill & Ascot Parish Council

## 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

#### **1. Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2. What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **3. What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4. How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **5. Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **6. Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **7. 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.

## Information available from Sunninghill & Ascot Parish Council under the model publication scheme

All items marked hard copy are available at a cost of 10p per sheet, e-mail or website items are free. Items marked website also available by e-mail

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) www.sunninghillandas cotparishcouncil.co.uk	
Who's who on the Council and its Committees	Website/ Notice Boards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/ Notice Boards. Parish Clerk is David Lupton- telephone 01344 630141, email david.lupton@rbwm.gov.uk	
Location of main Council office and accessibility details	Website/ Notice Boards. Office open Monday to Friday, 9.00am to 1.30pm (but 9.00am to 1.00pm for Planning matters)	
Staff (4): Clerk, Administration Officer, Groundsman & Assistant Groundsman.	Website	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum	Hard copy	
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Current Parish Plan (2008/2012) adopted and reviewed at all Council Meetings. Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy- summarised in Minutes	
Quality status	Not applied yet	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice boards/website	
Agendas of meetings (as above)	Notice boards- at least 3 clear days before/email/ hard copy	
Minutes of meetings (as above) – excluding Part 2.	Hard copy/email/ website	
Reports presented to council meetings – excluding info properly regarded as private to the meeting.	Hard copy/email	
Responses to consultation papers	Hard copy/email	
Responses to planning applications	Hard copy/email	
Bye-laws	None	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
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/email N/a Hard copy Hard copy	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy – adopted February 2009 Health and safety policy- adopted July 2008 Recruitment policies (including current vacancies)	Work in progress Hard copy/ email Hard copy/ email Not currently applicable	

Policies and procedures for handling requests for information – adopted February 2009 Complaints procedures – adopted February 2009	Hard copy/ email Hard copy/ email	
Information security policy	computer backed up daily. Important documents in Office safe	
Records management policies (records retention, destruction and archive) – adopted February 2009		
Data protection policies – adopted February 2009		
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	Not applicable	
Assets Register	Hard copy- with Insurance documents	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not currently practiced	
Register of members' interests	Apply to the Clerk	
Register of gifts and hospitality	Apply to the Clerk	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy- apply to Clerk	
Burial grounds and closed churchyards	Hard copy- apply to Clerk	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Asset register- hard copy	
Bus shelters – there are four- two are situated in Ascot High Street (A329) near Heatherwood Hospital, one in Ascot High Street, adjoining Car Park 3 and one in Brockenhurst Road, South Ascot.	As stated	
Markets – currently, there is a Farmers' Market held in Car Park 3, Ascot High Street, normally on the third Sunday of each month. This is not the responsibility of the Parish Council.	As stated	
Public conveniences – at the junction of Ascot High Street and Station Hill – maintained by the Royal Borough of Windsor & Maidenhead	As stated	
Agency agreements	Not applicable	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy schedules (for burials, allotments and football pitches ) available in the Parish Office	
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: **Clerk to the Council,**

Tel: 01344 623480      Email: enquiries@s-a-pc.com

Address: Sunninghill & Ascot Parish Council  
The Courtyard (Ascot Racecourse)  
High Street  
Ascot  
Berkshire SL5 7JF

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white only)	Reasonable cost related to actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

May 2019