

ACTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Adopted 19 July 2023

Last Reviewed1: July 2025

Review: Annually

This Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice. This Publication Scheme commits the Parish Council 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Acton Parish Council:

- 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 Council 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 Council 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 Council 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

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.

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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
Class 1. Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance. This will be current information only.		
Who's who on the Council and its Committees. Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address - if used)	Website, hard copy on request	Nil
Location of main Council office and accessibility detail	Website, hard copy on request	Nil
Staffing structure	Email or hard copy on request	Nil
Class 2. What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. Current and previous financial year as a minimum		
Annual return form and report by auditor	Website, hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Finalised budget	Website, hard copy on request	Nil
Precept	Website, hard copy on request	Nil
Borrowing Approval letter	N/A	N/A
Standing Orders and Financial Regulations	Website, hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Grants given and received	Email or hard copy on request	Nil

Information to be published	How the information can be obtained	Cost
List of current contracts awarded and value of contract	Email or hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Members' allowances and expenses	Email or hard copy on request	Nil
Class 3. What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews. Current and previous year as a minimum		
Action Plan	Website, hard copy on request	Nil
Annual Report to Parish Meeting	Email, hard copy on request	Nil
Quality status	N/A	
Local charters drawn up in accordance with DCLG guideline	N/A	
Class 4. How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations, records of decisions. Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, noticeboard, hard copy on request	Nil
Agendas of meetings (as above)	Website, hard copy on request	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, hard copy on request	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Website, hard copy on request	Nil

Information to be published	How the information can be obtained	Cost
Responses to consultation papers	Website, hard copy on request	Nil
Responses to planning applications	Via Minutes – Website and hard copy. Also LPA Website	Nil
Bye laws	Email, hard copy on request	Nil
Class 5. Our policies and procedures. Current written protocols for delivering our functions and responsibilities. Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website, hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website, hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Information security policy	Website, hard copy on request	Nil
Records management policies (records retention, destruction and archive)	Website, hard copy on request	Nil
Data protection policies GDPR 2018	Website, hard copy on request	Nil

Information to be published	How the information can be obtained	Cost
Schedule of charges (for the publication of information)	Website, hard copy on request	Nil
Class 6 Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority. 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)	Website, hard copy on request	Nil – Website, 10p per sheet + 2nd class post
Assets register	Website, hard copy on request	Nil
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)	Email, hard copy on request	Nil
Register of members' interests	Website, link to Babergh District Council website, hard copy on request	Nil
Register of gifts and hospitality	Email, hard copy on request	Nil
Class 7. The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. Current information only		
Allotments	Email and hard copy on request	Nil
Burial grounds and closed churchyards	Email and hard copy on request	Nil
Community centres and village halls	N/A	Nil
Parks, playing fields and recreational facilities	Email and hard copy on request	Nil
Seating, litter bins, clocks, memorials and lighting	Email and hard copy on request	Nil

Information to be published	How the information can be obtained	Cost
Bus shelters	Email and hard copy on request	Nil
Markets	N/A	Nil
Public conveniences	N/A	Nil
Agency agreements	N/A	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	Nil

Contact details Abbie Lee, Clerk. Tel: 07931 381751

Email: clerk@actonparishcouncil.gov.uk website: www.actonparishcouncil.gov.uk

The Council fully complies with the GDPR 2018 (General Data Protection Regulation). Please refer to the Council's Privacy Statement.

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per page	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee		In accordance with the relevant legislation (quote the actual statute)

Review Body – Acton Parish Council. Review Period – Annually