



MAWNAN PARISH COUNCIL

PUBLICATION SCHEME

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.

This will include:

- Who's who on the Council and its Committees
- Contact details for Parish Clerk and Council members

- Location of main Council office and accessibility/opening details

What we spend and how we spend it.

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

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

What our priorities are and how we are doing.

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

- Annual Parish AGM report
- Information on the Neighbourhood Development Plan (NDP)
- Regular annual financial External Audit documents

How we make decisions.

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

- Timetable of all meetings
- Agendas of meetings
- Minutes of meetings (*Note : This will exclude information that is properly regarded as private to the meeting*)
- Reports & papers presented to council meetings (these are usually added onto the end of the minutes)

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Whilst a full list of available policies appears on the website, most are available only in hardcopy from the Parish Offices. Hardcopies of this list are not charged for.

Lists and Registers.

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

- Assets Register
- Register of members' interests
- Register of gifts and hospitality
- List of all council expenditure over £100

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.*

This includes information on:

- Burial grounds and closed churchyards
- Parks, playing fields and recreational facilities
- Seating, litter bins & memorials
- Bus shelters
- Public conveniences
- Agency agreements (South West Coast Path & Inland Footpaths)

Additional Information

- The Facebook link on our website provides additional information sent to us that is not itemised in the lists above.
- We also have a link to the Community Website (www.mawnansmith.org.uk) where public information is held

Almost all of this information is available on our website. Please check here first

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.

GDPR

Please be aware that new protections came into place in May 2018. This policy needs to be read in conjunction with our Information & Data Protection Policy. Please note that all communications with the parish council, unless they specifically state they are confidential or are covered by GDPR are subject to Freedom of Information requests.

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.