



New Frankley in Birmingham Parish Council

Model publication scheme

Freedom of Information Act

The Information Commissioner has published a model publication scheme in accordance with section 20 of the Freedom of Information Act 2000, which was adopted by New Frankley in Birmingham Parish Council.

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by New Frankley in Birmingham Parish Council 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 New Frankley in Birmingham Parish Council to:

- 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

Information available from New Frankley in Birmingham Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	website	Free
List of Council members, staffing structure, Council Committees members.	Website, noticeboard	Free
Contact details for Parish Clerk and Council members	Website, noticeboard	Free
Location of main Council office		
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	hard copy, website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	hard copy, website	Free
Finalised budget	hard copy, website	Free
Precept	hard copy, website	Free
Financial Standing Orders and Regulations	hard copy, website	Free
Grants given and received	hard copy	Free
List of current contracts awarded and value of contract	hard copy	Free
Members' allowances and expenses	hard copy	Free
Class 3 – What our priorities are and how we are doing Strategies and	hard copy, website	Free

plans, performance indicators, inspections and reviews		
Annual governance statement in format included in the Annual Return form	hard copy, website	Free
Parish Plan	hard copy, website	Free
Annual Report to Parish or Community Meeting	hard copy, website	Free
Quality status	hard copy, website	Free
Local charters drawn up in accordance with DLUHC's guidelines	hard copy, website	Free
Class 4 – How we make decisions Decision making processes and records of decisions	hard copy, website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	hard copy, website	Free
Agendas of meetings (as above)	hard copy, website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	hard copy, website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	hard copy, website	Free
Responses to consultation papers	hard copy, website	Free
Responses to planning applications	hard copy, website	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	hard copy, website	Free
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 	hard copy, website	Free

<ul style="list-style-type: none"> • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	hard copy, website	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	hard copy, website	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	hard copy	Free
Assets register	hard copy	Free
Disclosure log indicating the information provided in response requests. These are recommended as good practice	hard copy	Free
Register of members’ interests	hard copy, website	Free
Register of gifts and hospitality	hard copy	Free
<p>Class 7 – The services we offer</p> <p>Information about the work we do including leaflets and newsletters produced for the public</p>	hard copy	Free

Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	hard copy	Free
<p>Contact Information</p> <p>For further information and documents should be addressed to:</p> <p>Rachael Anstey Parish Clerk New Frankley in Birmingham Parish Council 12 Arden Road Frankley Birmingham B45 0JA Tel. 0121 457 9410 Email: newfrankleyparishcouncil@gmail.com</p>		