

# **CRANAGE PARISH COUNCIL**

## **Freedom of Information**

### **Publication Scheme**

**Adopted 4.10.16**

## INTRODUCTION

Cranage Parish Council is responsible for the maintenance of the scheme which was approved by the Council.

This publication scheme commits Cranage 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 Cranage Parish Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits Cranage 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.
- specify the information that is held by Cranage Parish Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information Cranage Parish Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

## CLASSES OF INFORMATION

**Class One - Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.

**Class Two - What we spend and how we spend it:** Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

**Class Three - What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

**Class Four - How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Class Five - Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

**Class Six - Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**Class Seven – 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 release 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.

## METHOD OF PUBLICATION

Cranage Parish Council 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 Cranage Parish Council, 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

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
- 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.

CONTACT DETAILS if you require a paper version of any information, or want to ask whether information is available please contact Cranage Parish Council by telephone, email or letter. Contact details are set out below. Alternatively you can visit our website [www.somerford.org.uk](http://www.somerford.org.uk)

Email: [Jmasonparishclerk@gmail.com](mailto:Jmasonparishclerk@gmail.com)

Tel: 01260 647854

Contact Address

Cranage Parish Council,  
2 Field View Road,  
Somerford,  
Congleton  
Cheshire  
CW12 4UG

To help us to process requests quickly, please mark your correspondence "Publication Scheme Request". If the information you're looking for isn't available via the scheme [and isn't on our website],

**Information available from Cranage Parish Council under the publication scheme**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

Information that is published	How the information can be obtained	Cost
<p><b>Class1 – Who we are and what we do</b>            (Organisational information, structures, locations and contacts). England and is the lowest, or first, tier of <a href="#">local government</a>. They are elected corporate bodies, have variable tax raising powers, and are responsible for areas known as <a href="#">civil parishes</a>.            Members are as published on the website.  <a href="http://www.cranage-cheshire.org.uk">www.cranage-cheshire.org.uk</a></p>	( website)	Nil
Who’s who on the Council and its Committees	website	Nil
Contact details for Parish Clerk and Council	website	Nil
Location of main Council office and accessibility details	As above With prior appointment	Nil
Staffing structure	Website/hard copy	Free
<p><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)             Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy /Website	Nil

	Transparency code	
Finalised budget	Electronic	Nil
Precept	Hard Copy	Nil
Borrowing Approval letter	Hard Copy if applicable	Nil
Financial Standing Orders and Regulations	Hard copy/Online	Nil
Grants given and received	Hard Copy if applicable	Nil
List of current contracts awarded and value of contract	Hard Copy if applicable	Nil
Members' allowances and expenses	Hard Copy Not applicable except for individual claims for travelling expenses included in the minutes.	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.		
Neighbourhood / Parish Plan (current and previous year as a minimum)	N/A	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/ Website	nil
Quality status	In progress	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Notice board/Website	free
Agendas of meetings (as above)	Website/ electronic before	free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy /electronic and website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy /electronic	Nil

Responses to consultation papers	Hard copy/ electronic	Nil
Responses to planning applications	Hard Copy/electronic	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy/electronic	Nil
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 members Policy statements	Hard Copy/ electronic N/A Hard Copy /electronic Hard Copy /electronic Hard Copy /electronic	Nil
Policies and procedures for the provision of services and about the employment of staff:  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)	Hard Copy      Website	5p per copy      Nil
Records management policies (records retention, destruction and archive)	Hard Copy	Nil



<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets register</p>	<p>Hard Copy/Electronic</p>	<p>Free</p>
<p>Register of members' interests</p>	<p>Hard copy/Electronic</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Inspection/Minutes</p>	<p>Free</p>

## 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 @ ...p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	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>		

\* the actual cost incurred by the public authority