

Dullingham Parish Council

Publication Scheme

Freedom of Information Act

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 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; and
- 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 section 19 of the Freedom of Information Act.

The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided in the definition of these classes in sector-specific guidance manuals issued by the Information Commissioner.

This document is based on the Information Commissioner's Office model publication scheme, Version 1.2, dated 23 October 2015.

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.

Dullingham Parish Council Publication Scheme

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, exempt under the Freedom of Information Act, exempt under the Environmental Information Regulations 2004, or otherwise properly considered to be protected from disclosure, including personal data where disclosure would breach the UK General Data Protection Regulation or the Data Protection Act 2018.
- 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

Dullingham Parish Council

Publication Scheme

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 the Equality Act 2010, disability and discrimination legislation, and any other legislation requiring information to be provided in alternative forms and formats will be adhered to when providing information in accordance with this scheme. Where information is published online, the authority will take reasonable steps to ensure that the website and published documents are accessible and supported by an appropriate accessibility statement.

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; and
- 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, justified in all the circumstances, including the general principles of the right of access to information held by public authorities, and are in accordance with a published schedule or schedules of fees which are readily available to the public.

Charges, where applicable, will be limited to actual disbursements reasonably incurred, such as photocopying, printing, postage and packaging, unless another statutory charging regime applies. The Council will publish details of any applicable charges in its Guide to Information or published fees schedule. No charge will be made for information accessed directly from the Council's website. Where a charge applies, the requester will be informed of the amount payable before the information is provided, and payment may be requested in advance.

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.

Dullingham Parish Council

Publication Scheme

Written requests: Information held by a public authority that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Parish Council review note: Parish and community councils should adopt the ICO model publication scheme in full and publish it alongside a completed Guide to Information, setting out what information is available, how it can be obtained and any applicable charges.

Regulatory Compliance Note: In applying this publication scheme, the Council will have regard to the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the UK General Data Protection Regulation, the Data Protection Act 2018, the Equality Act 2010, the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the Re-use of Public Sector Information Regulations 2015, where applicable. This scheme should be read together with the Council's completed Guide to Information, which identifies the information routinely available, how it may be accessed and whether any permitted charge applies.

Appendix A: Guide to Information

This Guide to Information identifies the information that Dullingham Parish Council routinely makes available under the model publication scheme, how the information may be obtained, the usual format in which it is provided and whether any charge may apply. Information will be made available unless it is not held, is exempt from disclosure, is protected by another statutory restriction, is archived or otherwise not readily accessible, or would be impractical or resource-intensive to prepare for routine release.

Information class	Information routinely available	How it may be obtained	Format	Charge
Who we are and what we do	Council structure, councillor details, clerk/contact details, meeting locations, standing orders, financial regulations and governance documents.	Council website or by request to the Clerk.	Website, electronic copy or paper copy.	Free online; disbursements may apply for paper copies or postage.
What we spend and how we spend it	Annual return, budget, precept information, financial statements, payments, receipts, procurement information, contracts and audit information.	Council website, inspection rights where applicable, or by request to the Clerk.	Website, electronic copy, paper copy or inspection by appointment.	Free online; disbursements may apply for paper copies or postage.
What our priorities are and how we are doing	Parish plans, annual reports, project updates, policy reviews, service plans and other performance or review information held by the Council.	Council website or by request to the Clerk.	Website, electronic copy or paper copy.	Free online; disbursements may apply for paper copies or postage.
How we make decisions	Meeting agendas, minutes, reports to meetings, consultation papers, decision records and supporting documents where disclosure is appropriate.	Council website, public noticeboards where used, attendance at public meetings,	Website, electronic copy, paper copy or inspection by appointment.	Free online; disbursements may apply for paper copies or postage.

Dullingham Parish Council Publication Scheme

		or by request to the Clerk.		
Our policies and procedures	Policies, procedures, standing orders, financial regulations, complaints procedure, data protection information, publication scheme, risk management documents and equality/accessibility information.	Council website or by request to the Clerk.	Website, electronic copy or paper copy.	Free online; disbursements may apply for paper copies or postage.
Lists and registers	Asset register, register of interests, disclosure logs where maintained and other registers required by law or held in relation to Council functions.	Council website, relevant external authority website where applicable, or by request to the Clerk.	Website, electronic copy, paper copy or inspection by appointment.	Free online; disbursements may apply for paper copies or postage.
The services we offer	Information about Council services, facilities, responsibilities, local amenities, community information, advice, guidance and contact routes.	Council website, noticeboards where used, or by request to the Clerk.	Website, electronic copy or paper copy.	Free online; disbursements may apply for paper copies or postage.

Requests for information should be made to the Clerk. Where a charge applies, the requester will be advised of the amount payable before the information is provided, and payment may be requested in advance. The Council will consider requests for information not listed in this Guide in accordance with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and any other applicable legislation.

Formal Statement for Use if Required

Dullingham Parish Council has reviewed and adopted this Publication Scheme in accordance with the Freedom of Information Act 2000 and the Information Commissioner's Office model publication scheme. The Council is committed to making information available proactively, transparently and accessibly, subject to any applicable legal exemptions, data protection obligations, statutory restrictions and reasonable charging provisions. This Publication Scheme should be read together with the Council's Guide to Information, which identifies the information routinely available, how it may be accessed and whether any permitted charge applies.

Formal Approval of this Publication Scheme Policy

This is approved by:

Dullingham Parish Council

ADOPTED 5 November 2020

REVIEWED 3 July 2026