

Dullingham Parish Council  
dullinghamparishclerk@dullingham.org.uk  
FOI Publication Scheme

---

This publication scheme has been prepared and approved by the Information Commissioner. It was adopted by Dullingham Parish Council with effect from 14<sup>th</sup> January 2008 and reviewed 10<sup>th</sup> May 2010, 9<sup>th</sup> May 2011, 3<sup>rd</sup> July 2014 and 21<sup>st</sup> May 2015, 14<sup>th</sup> July 2016 and 3<sup>rd</sup> August 2017.

This publication scheme commits Dullingham 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 Dullingham Parish Council. Additional assistance is provided to the definition of these classes in sector specific manuals issued by the Information Commissioner.

The Scheme commits Dullingham Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held and which falls within the classifications below.
- To specify the information which is held and which 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 made 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.

### **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 related to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What are 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.**

---

Dullingham Parish Council  
dullinghamparishclerk@dullingham.org.uk  
FOI Publication Scheme

---

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.**

Dullingham 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 our capability, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access this information by the website, the "Guide to Information" indicates how this can be obtained by other means.

In exceptional circumstances some information may be available only by viewing in person. When this manner is specified, contact details are provided within the "Guide to Information." An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language it is held.

Obligations under the 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 Dullingham Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging

Dullingham Parish Council  
dullinghamparishclerk@dullingham.org.uk  
FOI Publication Scheme

---

- 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 in accordance to the published schedule within the “Guide to Information.”

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 the provision of the information.

**Written Requests**

Information held by Dullingham Parish Council 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.

Dullingham Parish Council  
Reviewed 3<sup>rd</sup> August 2017

Date adopted : Annually, last adopted May 2023  
Date for review : Annually in May