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# Humber, Ford & Stoke Prior Group Parish Council

## Freedom of Information Act 2000 Model Publication Scheme

Adopted on 21 November 2012

Amended May 2023

Amended May 2025

### Introduction

The Freedom of Information Act aims to ensure greater openness and transparency across the whole public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Information Commissioner's Office produced a new model publication scheme in 2008 that all public sector organisations had to adopt by 31st December 2008.

All local authorities are required to have a publication scheme and detail the information it produces (Classes of Information).

This publication scheme commits the Group Parish Council:

- To proactively publish or otherwise make available as a matter of routine information which is held by the parish council and falls within the classes set out below.
- To specify the information which is held by the parish council and falls within the classes below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the 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 (usually annually) the information the council makes available under the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the 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**

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and Registers.
7. The Services we Offer.

The information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

Humber, Ford & Stoke Prior Group Parish Council endeavours to be open and accountable and is happy to make the documents detailed on the schedule available.

### **Requests for information**

Requests for information should be made through the Clerk of the Council who will be responsible for operating the scheme on a day to day basis.

Wherever possible, Humber, Ford & Stoke Prior Group Parish Council will provide information through its website, [www.hfspgroupparishcouncil.gov.uk](http://www.hfspgroupparishcouncil.gov.uk) . Where information is only available in a non-electronic form, or when an individual does not wish to access electronically, they can contact the Council and ask for the information to be provided to them in an alternative, available format.

Some information may only be available to view in person. In these circumstances an appointment to view the information will be arranged within a reasonable timescale. Where it is not reasonably possible for an individual to view information in person, every effort will be made to find an alternative means of communicating the information.

In order to ensure maximum release some information may be omitted. This will happen when a prohibition on release exists for material contained in the original information, examples of which are personal data or commercially sensitive information (*The omitted information may still be requested under the right of access*).

Information will generally be provided in English only. Where Humber, Ford & Stoke Prior Group Parish Council is required under other statute to provide certain information in other languages, this information will be translated.

Humber, Ford & Stoke Prior Group Parish Council also has obligations under the Disability Discrimination Act to provide information in other formats. These guidelines will be adhered to when proactively providing information.

If a request for information is refused a reason/explanation must be given. Appeals against refusal can be made using the parish council's complaint procedure, details of which are available on the website or from the parish office. If the applicant is not satisfied with the reason/explanation they can appeal to the Information Commissioner. Details of the appeal procedures can be found at [www.ico.gov.uk](http://www.ico.gov.uk).

### **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.

### **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

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Humber, Ford & Stoke Prior Group Parish Council adopted the new model publication scheme on 21 November 2012 as amended in May 2023 and in May 2025