



Albrighton Parish Council

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PUBLICATION SCHEME
OF
ALBRIGHTON PARISH COUNCIL

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1. FREEDOM OF INFORMATION ACT

Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a Publication Scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

The Freedom of information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of authorities. Information about the act is available from the Information Commissioner's Office at www.ico.gov.uk.

2. PUBLICATION SCHEME

The Act requires every public body to adopt and maintain a generic model publication scheme. Albrighton Parish Council has adopted the generic Model Publication Scheme to provide members of the public who are interested in the Council with a comprehensive guide to information that the council will automatically and routinely publish, or otherwise make available to the public.

3. FREEDOM OF INFORMATION REQUEST AND THE PUBLICATION SCHEME

The Publication Scheme sets out the information that is routinely available. Information that is not listed in this document can still be requested and will be made available, unless it can legitimately be withheld. To make a request for Freedom of Information, please put make a written request to the Parish Clerk who will reply within fourteen working days.

Email: Clerk@albrightonparishcouncil.gov.uk

4. MODEL PUBLICATION SCHEME

The Model Publication Schem has been prepared and approved by the Information Commissioner and may be adopted any public authority. Albrighton Parish Council will indicate clearly what information is covered by the scheme and how it can be obtained. The purpose of the scheme is to make the maximum amount of information available at minimal inconvenience and cost to the public.

5. THE SCHEME COMMITS AN AUTHORITY

- To proactively publish or otherwise make information available as a matter of routine, 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 information available as a matter of routine 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.

6. 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.

7. 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 reason

8. 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.

9. 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 (current rates apply)
- postage and packaging (current rates apply)
- the costs directly incurred because of viewing information

A4 - Black & White Photocopying	25p per sheet
A4 - Colour	60p per sheet
A3 – Black &White	35 per sheet
A3 - Colour	80p per sheet

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.

10. GUIDE TO INFORMATION AVAILABLE

In operating the model publication scheme an authority must produce a 'guide to information', giving details of:

- the information it will routinely make available
- how the information can be accessed
- whether or not a charge will be made for it

This guide will not require approval by the Information Commissioner. The Commissioner expects that for most authorities the guide to information will be the authority's website. Authorities are not required to provide a hard copy of the guide.

Our 'guide to information' available under the publication scheme, as advised by the Information Commissioner, is our website.

If you have searched the website and are unable to find the specific information you need, it could be that this information is not routinely published by us. If this is the case, then you are entitled to make an individual request for this information under the Freedom of Information Act.

11. HOW TO MAKE A REQUEST

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.

In addition we need the following information from you:

- your name and address for correspondence
- the information you would like access to – it would assist us in getting the information to you quickly if you could be as specific as possible
- the format you would prefer (for example: paper, email)

You can send your request to us:

By email: clerk@albrightonparishcouncil.gov.uk

By post: Clerk to the Council, Albrighton Parish Council, Library Building, Station Road, Albrighton Near Wolverhampton, WV7 3QH