

FOI Publication Scheme
Adopted by Catterall Parish Council on 1st January, 2009
Reviewed March, 2021

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

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.

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.

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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, 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

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.
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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. 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.

Information available from Catterall Parish Council

under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Parish Council	Noticeboard, Website, www.catterallparish.org.uk Catterall Crier Hard copy – contact the clerk	Free 5p per sheet
Councillors on Committees	www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Website, www.catterallparish.org.uk Catterall Crier Hard copy – contact the clerk	Free 5p per sheet
Location of main Parish Council office; Catterall Village Hall	Website, www.catterallparish.org.uk Catterall Crier contact the clerk	Free 5p per sheet
Staffing structure	The Parish Council employs two part time staff Parish Clerk and Parish Lengthsman	5p per sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Noticeboard, at the time, Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Finalised budget and Precept	Website, www.catterallparish.org.uk Catterall Crier Hard copy – contact the clerk	Free 5p per sheet
Financial Standing Orders and Regulations	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Grants given and received	Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Hard copy – contact the clerk	5p per sheet
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing		

Annual Reports to Parish (current and previous year as a minimum) Chairman's and Responsible Financial Officer's	Website www.catterallparish.org.uk Catterall Crier Hard copy – contact the clerk	Free 5p per sheet
Class 4 – How we make decisions		
Timetable of Parish Council meetings	Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Agendas of Parish Council meetings	Noticeboard, Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting.	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Responses to consultation papers	Reported in the minutes see website: www.catterallparish.org.uk	Free 5p per sheet
Responses to planning applications	Website www.catterallparish.org.uk	
Bye-laws (where applicable)	Noticeboard Hard copy from clerk	Free 5p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Code of Conduct Policies	Website www.catterallparish.org.uk Hard copy – contact the clerk (if any)	Free 5p per sheet
Policies and procedures for the employment of staff: Parish Policies and procedures for handling requests for information Health and Safety Policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Data protection policies	Website www.catterallparish.org.uk	
Schedule of charges – for the publication of information	Hard copy – contact the clerk if held	5p per sheet

Class 6 – Lists and Registers		
Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice)	Copy of district authority's electoral register for the town is held – visual inspection only	
Assets Register	Website www.catterallparish.org.uk Hard copy – contact the clerk	
Register of members' interests	Website www.catterallparish.org.uk Hard copy – contact the clerk	
Register of gifts and hospitality	Hard copy – contact the clerk	
Class 7 – The services we offer		
Playing fields and recreational facilities	Catterall Parish Council owns and manages the Queen Elizabeth II Playing Field, Garstang Road, Catterall Land at Keepers Wood Way – Open Green Space	
Seating, litter bins, clocks, memorials and lighting	Refer to the Asset Register on Website www.catterallparish.org.uk	
Additional Information		

Gillian Benson, Parish Clerk, 57, Hamers wood Drive, Catterall, Garstang PR3 1YN
Based at the Parish Council Office, Catterall Village Hall, Garstang Road, Catterall
Telephone - 01995 600689 **E-mail clerk@catterallparish.org.uk**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 05p per sheet (black & white) Colour Photocopying not available	Actual cost
	Postage	Actual cost of envelope and Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		