Tanworth in Arden Parish Council Publication Scheme

Date policy adopted: 18/07/2024 Date for review: July 2026

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Tanworth in Arden Parish Council (the 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 the Council.

This scheme commits the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council 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 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	Where?
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	
• **Councillors Names and roles** • **Committee Structure** • **Location of main Council office and accessibility details** • **Clerk/RFO Contact details**	Website Website Website Website
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and Expenditure, tendering, procurement and contracts	
• **Annual return form** • **Auditors report** • **Budget and Precept demand** • **Grants made** • **Financial Regulations**	Website Website Website Website Website
Class 3 What are priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.	
• **Annual Reports** • **Action Plan**	Website Website
Class 4 - How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
• **Timetable of meetings** • **Agendas** • **Minutes of all council meetings open to the public** *(excluding information that is properly regarded as confidential to the meeting)* • **Historical Minutes (paper copies)** • **Reports presented to the Council when open to the public** • **Responses to planning applications (as part of minutes)** • **Record of the Annual Parish Meeting** *(if recorded and provided to the Council)*	Website Website Website On request Website Website Website
Class 5 - Our policies and procedures Current written protocols for delivering our functions and responsibilities	
• **Standing Orders** • **Policies and Procedures for the conduct of Council Business** • **Policies and Procedures for the provision of services** • **Policies and Procedures for the employment of staff**	Website Website Website Website

Class 6 - Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the Parish Council	
• **Asset Register** • **Register of Councillors Interests**	Website Website
Class 7 - The services we offer Information about the services we offer advice and guidance, leaflets and newsletters. This information will be held on the website in the minutes or asset register.	
• **Play Areas** • **Street furniture** (seats, litter/dog bins, notice boards, village signs, etc) • **Street lighting** (maintenance and supply) • **Grass Cutting** (grass verges, playing field, Village Green etc)	Contact the Clerk

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

Where within capability, information will be provided on the Council website.

Where it is impracticable to make information available on a website a public authority will indicate how information can be obtained by other means and provide it by those means.

Accessing Information not included within the Model Publication Scheme Information or when an individual does not wish to access the information by the website, a request can be made in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act (FOIA).

Written requests

Written requests must include your name, address and be submitted to the Clerk at:
office@tanworth-pc.org.uk, or R/O Earlswood Village Hall, Shutt Lane, Earlswood, B94 6BZ.

Council's Response to a written request
Your request will be recorded in a FOI register on and we will respond within 20 working days to:
• confirm to you whether it holds the information.
• advise you if a fee will be charged.
• provide you with the information (after any relevant fee has been paid) unless it is assessed to be a vexatious/repeat request or be subject to an exemption.

Reponses will be in accordance with the Freedom of Information Act 2000 as set out in guidance provided by the Information Commissioner's Office, which is available at: Guide to freedom of information | ICO.

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.

Exempt Information
The FOIA provides for the exemption of some information from disclosure, for example, if it would be harmful to another person. We will inform you if an exemption applies to the information you are requesting.

Vexatious or repeated requests
The council is committed to openness and transparency, however, responding to vexatious and/or habitual requests can be both time consuming and wasteful of our limited resources. Therefore, these will be assessed and responded to in accordance to guidance from Information Commissioner's Office.

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 Council 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.

Photocopying or Printing	10p per A4 sheet
Postage and packaging	2nd Class post
Costs directly incurred as a result of viewing information.	Hour basis at £25 per hour

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.