



ALDERLEY EDGE PARISH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Version: October 2020

Publication Scheme Freedom of Information Act 2000

It is important for public authorities to conduct their business as openly and transparently as possible. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Under this scheme Alderley Edge Parish Council commits:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the 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 Council makes available under this scheme.
- To produce a schedule of any fees, if any, charged for copies of information which is made proactively available.
- To make this publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by laws such as the Data Protection Act of 2018 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.

How information published under this scheme will be made available:

The Council 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 the Council, 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 the information by the website, the Council will provide a hard copy - see charges below. In exceptional circumstances some information may be available only by viewing in person and in such circumstances an appointment will be made to do so.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council 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.

Reasonable charges which may be made for Information published under this scheme

The purpose of this Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. All charges will have regard to the general principles of the right of access to information held by public authorities.

Costs will be justified and in accordance with a published schedule of fees.

No charges will be made for viewing material published on the website or sent by email

Charges may be made for:

- photocopying
- postage and packaging

Charges may also be made for information provided under this scheme where the Council are legally authorised or obliged to charge. 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.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost 10p including ink paper and staff time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation, if applicable.

Written Requests for Other Information

The Council has tried to ensure that as much information as possible is available within this Publication Scheme, however if information held by the Council is not detailed here it can be requested in writing by letter or email. In such circumstances its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000. If the Council has this information in a form that can be supplied and it can legally be provided it will supply it within the 20-working day period required by the Act. If the information cannot be supplied either practically or legally the Council will respond to that effect within the 20-day period.

CLASSES OF INFORMATION

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Who's who on the Council and its Committees	Website or Email Hard Copy – Contact Clerk	Free Free
Contact details for Parish Clerk and Council members	Website or Email Hard Copy – Contact Clerk	Free Free
Location of main Council office and accessibility details	Website or Email Hard Copy – Contact Clerk	Free Free
Staffing structure	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Annual return form and report by auditor	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Finalised budget	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Precept	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Grants given and received	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Members' allowances and expenses	Not applicable except for travelling expenses included in Minutes Hard copy if applicable	Free 10p per sheet

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet

Class 4 – How we make decisions

(Decision making processes and records of decisions)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or Email Public Noticeboards Hard Copy – Contact Clerk	Free Free 10p per sheet
Agendas of meetings (as above)	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Minutes of meetings (as above) Note: will exclude information that is properly regarded as private to the meeting.	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Reports presented to council meetings Note: this will exclude information that is properly regarded as private to the meeting	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Responses to consultation papers	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Responses to planning applications	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Information security policy	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Data protection policies	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet

Class 10 – Lists and Registers

(Any information we are currently legally required to hold in publicly available registers)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Any publicly available register or list	Inspection at Parish Office – Contact Clerk	Free
Assets Register	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Register of members’ interests	Website or Email	Free
Register of gifts and hospitality	Website	Free

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Allotments	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Community centres and village halls	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
Seating, litter bins, memorials and lighting	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet
A summary of services for which the council is entitled to recover a fee	Website or Email Hard Copy – Contact Clerk	Free 10p per sheet