



SOMPTING
www.sompting.org.uk
PARISH COUNCIL

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FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

2023

Agreed by Sompting Parish Council
10th May 2023

SCHEME OF PUBLICATION

INTRODUCTION

The Freedom of Information Act

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

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme, which should be adopted and operated by all public authorities from 1 January 2009. Sompting Parish Council adopted the generic model publication scheme and it is subsequently reviewed accordingly.

It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the table at the end of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

Sompting Parish Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits to the Parish Office where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

MODEL PUBLICATION SCHEME

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 -

- a) 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.
- b) To specify the information which is held by the authority and falls within the classifications below.
- c) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d) 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.
- e) To review and update on a regular basis the information the authority makes available under this scheme. 3
- f) To produce a schedule of any fees charged for access to information which is made proactively available.
- g) To make this publication scheme available to the public.
- h) 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

See below for all relevant information in each of the classes.

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

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,

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.

SCHEDULE OF CHARGES

See table below for all relevant information

Statutory Fee - An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable. Notice of this charge will be given in advance of providing the information with an estimate wherever possible for approval by the person making the request. Hourly rate of officer time based upon actual hours required to gather and compile information which will be recorded for scrutiny by the person making the request.

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 2000.

CONTACT DETAILS

Address : Parish Clerk, Sompting Parish Council, Old School House, Harriet Johnson Centre, 18 Loose Lane, Sompting, West Sussex BN15 0BG

Telephone 01903 208824 or 07813 484857

Email clerk@sompting.org.uk

Website www.sompting.org.uk

COMPLAINTS PROCEDURE

The Parish Council would normally expect the Parish Clerk (or other named officer) to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Parish Clerk (or named officer). If the information is not available you will be told why.

If you believe that the Parish Council has not dealt with your request fairly and it cannot deal with it satisfactorily on an informal basis, you should follow our Complaints Procedure (a copy of this can be obtained by contacting the Parish Clerk or via our website).

If you have followed our Complaints Procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate this matter further.

Address - The Information Commissioner's Office, Wycliffe House, Water Lane, Cheshire, SK9 5AF

Telephone - 0303 123 1113 or 01625 545745

Email - casework@ico.org.uk

Website - www.ico.gov.uk

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do</p> <p>Parish Council for the local government administrative parish of Sompting. The Parish Council deals with matters within its remit and liaises with Adur and Worthing Councils www.adur-worthing.gov.uk and West Sussex County Council www.westsussex.gov.uk as appropriate</p> <p>The Parish Council publishes a newsletter “Signpost” which is delivered to all homes and shops in Sompting.</p> <p>There are a number of Parish noticeboards across Sompting used to publish agendas, contact details for the council and local events</p>	<p>For more information contact : The Clerk on 07813 484857 or by email clerk@sompting.org.uk or by post to : Sompting Parish Council, Old School House, Harriet Johnson Centre, 18 Loose Lane, Sompting, West Sussex BN15 0BG</p> <p>This is available in hard copy and on the council’s website www.sompting.org.uk</p>	Free
Who’s who on the Council and its Committees	Hard copy - contact Clerk website www.sompting.org.uk Signpost	10p per A4 sheet Free Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used)	Website www.sompting.org.uk Signpost Contact Clerk	Free Free

Location of main Council office and accessibility details	Old School House, Harriet Johnson Centre, 18 Loose Lane, Sompting, West Sussex BN15 0BG The Parish Council offices are open Mon – Fri 9am 12 noon Contact can be made by telephone, email, post, in person. Individual appointments can also be arranged. Website www.sompting.org.uk	Free
Staffing structure	Clerk/RFO Assistant Clerk Centre Manager Groundsman/Conservation Officer Caretaker/cleaner	
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 is available on the council's website or by request to the Clerk.	Hard copy – contact Clerk website www.sompting.org.uk	10p per A4 sheet Free
Annual return form and report by auditor		
Copies are available on the council's website or by request to the Clerk	Hard copy – contact the Clerk website www.sompting.org.uk	10p per A4 sheet Free
Finalised consolidated budget		
Copies are available on the council's website or by request to the Clerk	Hard copy – contact the Clerk website www.sompting.org.uk	10p per A4 sheet Free

<p>Standing Orders</p> <p>Copies are available on the council's website or by request to the Clerk</p>	<p>Hard copy – contact the Clerk</p> <p>website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>Financial Regulations</p> <p>Copies are available on the council's website or by request to the Clerk</p>	<p>Hard copy – contact the Clerk</p> <p>website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>Grants given and received</p> <p>Details are available on the council's website or by request to the Clerk</p>	<p>Hard copy – contact the Clerk</p> <p>website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>List of current contracts awarded and value of contract</p> <p>Copies are available on the council's website or by request to the Clerk</p>	<p>Hard copy – contact the Clerk</p> <p>website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>Members allowances and expenses</p> <p>Currently none are claimed</p>		

<p>Class 3 – What our priorities are and how we are doing</p> <p>All committees have a Vision Statement which is updated at each meeting</p> <p>Copies of internal and external audit are available in hard copy or on council's website</p>	<p>Hard copy – contact the Clerk</p> <p>Hard copy – contact the Clerk website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>Annual report to Parish Meeting (current and previous year as a minimum)</p> <p>Copies are available on the council's website or upon request to the Clerk</p>	<p>Hard copy – contact the Clerk website www.sompting.org.uk</p>	<p>10p per A4 sheet</p> <p>Free</p>
<p>Local Council Award Scheme</p> <p>None at present</p>		
<p>Sompting Parish Council Business Plan (when drafted and agreed by Full Council)</p> <p>All committees have a Vision Statement which is updated at each meeting</p>	<p>Hard copy – contact the Clerk</p>	<p>10p per A4 sheet</p>
<p>Class 4 – How we make decisions</p> <p>Decisions making processes and records of decision</p>		
<p>Timetable of meetings (Council and any committee/sub committee meetings and Parish meetings)</p> <p>The dates of all council meetings and committee meetings for the municipal year are available on the council's website and on all Parish noticeboards and in hard copy if needed</p>	<p>website www.sompting.org.uk noticeboards Hard copy – contact the Clerk</p>	<p>Free</p> <p>Free</p> <p>10 per A4 sheet</p>

<p>Agendas of meetings</p> <p>All agendas are available on the council's website and on all Parish noticeboards and in hard copy if needed</p>	<p>website www.sompting.org.uk</p> <p>Noticeboards</p> <p>Hard copy – contact the Clerk</p>	<p>Free</p> <p>Free</p> <p>10p per A4 sheet</p>
<p>Minutes of meetings (NB this will exclude information that is properly regarded as confidential to the meeting)</p> <p>All minutes are available on the council's website and in hard copy if needed</p>	<p>website www.sompting.org.uk</p> <p>Hard copy – contact the Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Reports presented to council meetings (NB this will exclude information that is properly regarded as confidential to the meeting)</p> <p>Contact the Parish Council offices</p>	<p>Hard copy – contact Parish Council offices 01903 208824</p>	<p>10p per A4 sheet</p>
<p>Responses to consultation papers</p> <p>Contact the Clerk</p>	<p>Contact the Clerk 078913 484857</p>	<p>10p per A4 sheet</p>
<p>Responses to Planning applications</p> <p>See Minutes of Planning Committee or Adur and Worthing councils website for relevant application. Hard copies are available upon request</p>	<p>website www.sompting.org.uk</p> <p>www.adur-worthing.gov.uk</p> <p>Hard copy – contact the Clerk</p>	<p>Free</p> <p>Free</p> <p>10p per A4 sheet</p>

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our service and responsibilities. Current information only		
Policies and procedures for the conduct of Council business : Standing Orders Committee and sub committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff : Equality and Diversity Policy Health and safety Policy Recruitment Policy Policies and procedures for handling request of information Complaints Procedure (including those covering request for information and operating the publication scheme) Business Plan (when drafted and agreed by Full Council)	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Information Security Policy Available on website or hard copy	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Records Management Policies (records retention, destruction and archive) Available on website or hard copy	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet

Data Protection Policy		
Available on website or hard copy	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Schedule of charges (for the publication of information)		
Available on website or hard copy	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised in most circumstances existing access provisions will suffice)	Register of Electors – contact Adur and Worthing Councils www.adur-worthing.gov.uk	
Assets register (updated annually)		
Available on council's website or hard copy	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	n/a	
Register of Members' Interests		
Available on council's website and Adur and Worthing Council's website	website www.sompting.org.uk www.adur-worthing.gov.uk	Free Free
Register of Members gifts and hospitality		
Contact Adur and Worthing councils	www.adur-worthing.gov.uk	

Class 7 The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Allotments (Sompting Parish Council has no allotment responsibility)	n/a	
Harriet Johnson Centre On council's website Signpost newsletter	website www.sompting.org.uk website www.sompting.org.uk Hard copy – contact the Clerk	Free Free 10p per A4 sheet
Parks, Playing fields and recreation facilities (Sompting Parish Council has no responsibilities)	n/a	
Seating, litter bins, clocks, memorials and lighting See the Parish council's Asset Register	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Bus shelters See the Parish council's Asset Register	website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Public conveniences The Parish Council does not own any public conveniences but does manage those on Sompting Recreation Ground	Website www.sompting.org.uk Hard copy – contact the Clerk	Free 10p per A4 sheet
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Additional information This will provide councils with the opportunity to publish information that is not itemised in the list above	See above	

Contact details : Clerk, Sompting Parish Council tel. 07813 484857 email : clerk@sompting.org.uk Website : www.sompting.org.uk

Agreed by Sompting Parish Council
10th May 2023