



WORTH PARISH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

(Adopted under the ICO Model Publication Scheme)

INTRODUCTION

Worth Parish Council adopts the Information Commissioner's Office (ICO) Model Publication Scheme, which sets out the classes of information that public authorities must routinely make available. This scheme is adopted without modification and remains in force until the ICO issues a revised version.

The Publication Scheme explains:

- The information the Council publishes as a matter of course
- How that information can be accessed
- What charges apply
- How to request information that is not routinely published

Worth Parish Council is committed to openness, transparency and accountability in accordance with:

- Freedom of Information Act 2000 (FOIA)
- Environmental Information Regulations 2004 (EIR)
- Data Protection Act (DPA)
- UK General Data Protection Regulation (UK GDPR)
- Local Government Act 1972
- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

SCOPE OF THE PUBLICATION SCHEME

The Scheme covers information held by Worth Parish Council that falls within the ICO's seven classes of information:

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**

4. How we make decisions

5. Our policies and procedures

6. Lists and registers

7. The services we offer

A detailed **Guide to Information**, setting out what the Council publishes under each class and how it is accessed is provided in **Appendix A**

Information may be published:

- on the Council's website
- by email in hard copy
- by inspection (where appropriate)

Information exempt under FOIA or EIR, or restricted under data protection legislation, will not be published.

ACCESSING INFORMATION

Where possible, information will be published on the Council's website. If information is not available online, it can be requested using the contact details at the end of this policy.

Information will be provided:

- in the language in which it is held
- in accessible formats (on request)
- in alternative formats where required under accessibility or equality legislation.

Some information may only be available for inspection by appointment.

INFORMATION NOT COVERED BY THE SCHEME

If the information is not listed in the Publication Scheme, you may still request it under:

- Freedom of Information Act 2000 (for general information)
- Environmental Information Regulations 2004 (for environmental information)

Freedom of Information (FOIA) and Environmental Information (EIR) requests must be made in writing (letter or email). The council will respond within 20 working days under FOIA and within 20 working days under EIR (extendable to 40 working days for complex requests).

If you would like to make an FOI or EIR request, please contact:

Worth Parish Council

The First Floor, The Parish Hub, Bowers Arms Rd, Copthorne, West Sussex, RH10 3ZQ

Phone: 01342 713407

Email: clerk@worth-pc.gov.uk

EXEMPTIONS AND EXCEPTIONS

Some information cannot be released because it is protected by law. Examples include:

- personal data (protected by DPA 2018 and UK GDPR)
- commercially sensitive information
- information provided in confidence
- information relating to on-going legal proceedings
- information where disclosure would prejudice the effective conduct of public affairs
- environmental information subject to EIR exceptions

Where information is withheld, the Council will explain the reason and cite the relevant legislation.

CHARGES

Worth Parish Council aims to make as much information as possible available **free of charge**, by publishing the information on its website, providing information by email or allowing personal inspection, however charges may be made for photocopying or postage.

- Black & White photocopying: 10p per sheet
- Colour photocopying: £1 per sheet
- Postage: actual cost

Under FOIA charging rules Worth Parish Council cannot charge for staff time, consideration of exceptions or redacting information.

Under EIR charging rules the council may charge for staff time spent location, retrieving, extracting information, printing, copying and postage. Any such charges will always be reasonable, transparent and communicated in advance.

GUIDE TO INFORMATION

The detailed **Guide to Information** required by the ICO model Publication Scheme is included at **Appendix A**. This sets out the specific documents the Council publishes and how they can be accessed.

REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed every two years.

Adopted May 2021
Reviewed June 2023
Reviewed July 2026



WORTH PARISH COUNCIL

Appendix A A Guide to Information

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
Current information only unless stated			
Who's who on the council and its committees	✓	✓	✓
Contact details for the Clerk and Council Members	✓	✓	✓
Location of main offices and accessibility details	✓	✓	✓
Staffing Structure	✓	✓	✓

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 information can be obtained		
	Website	Inspection	Hard Copy
Current information only unless stated			
Full accounts and audit reports	✓	✓	✓
Finalised budget	✓	✓	✓
Borrowing Approval letter	✓	✓	✓
Financial Standing Orders and Regulations	✓	✓	✓
Grants given and received	✓	✓	✓
List of current contracts awarded and value of contract	✓	✓	✓
Members allowances and expenses	✓	✓	✓

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

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

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
Current information only unless stated			
Business plan and vision document	✓	✓	✓
Annual report to Parish Assembly	✓	✓	✓

Class 4 – How we make decisions

Decision making process and records of decisions

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
Current information only unless stated			
Timetable of meetings	✓	✓	✓
Agendas of meetings	✓	✓	✓
Minutes of meetings	✓	✓	✓
Reports presented to meetings *	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓
Byelaws	✓	✓	✓

*This will exclude information that is properly regarded as confidential

Class 5 – Our policies and procedures

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

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
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 Conducts	✓	✓	✓
Policy statements	✓	✓	✓
Members allowances and expenses	✓	✓	✓
Record Management	✓	✓	✓
Handling information inc. GDPR / FOI / Publication Sch.	✓	✓	✓
Complaints Procedure	✓	✓	✓
Policies and Procedures about the employment of staff			
Equal Opportunities Statement	✓	✓	✓
Health & Safety Policy	✓	✓	✓
Recruitment Policy	✓	✓	✓
Current Vacancies	✓	✓	✓
Employment policies	✓	✓	✓

Class 6 – Lists and Registers

Current lists and registers

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
Any publicly available list or register	x	✓	x
Asset Register	✓	✓	✓
Register of Members Interests	✓	✓	✓
Register of gifts and hospitality	✓	✓	✓

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

Information to be published	How information can be obtained		
	Website	Inspection	Hard Copy
Current information only unless stated			
Allotments	x	✓	x
Burial grounds and closed churchyards	x	✓	x
Community centres and village halls	✓	✓	✓
Parks, playing fields and recreational facilities	✓	✓	✓
Seating, litter bins, clocks, memorials and lighting	x	✓	x
Bus shelters	x	✓	x
Newsletters	x	✓	✓
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burials)	✓	✓	✓

Reviewed: July 2026

