



Broomfield Parish Council

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Freedom of Information Act – Publication Scheme

This publication scheme commits Broomfield Parish 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 Parish Council.

This scheme commits Broomfield 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 the 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.

Information to be published	How the information can be obtained	Cost
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Classes of information:

Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts		
Councillors details	Website	Free
Committees	Website	Free
Contact details	Website	Free
Location	Website	Free
Class 2 - What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit		
Annual Return form and report by auditor	Hard copy	12p/A4 sheet
Precept	Hard copy	12p/A4 sheet

List of current contracts awarded and value of contract	Hard copy	12p/A4 sheet
Finalised Budget	Hard copy	12p/A4 sheet
Financial Standing Orders & Regulations	Hard Copy	£2.00
Members' allowances & expenses	Hard Copy	12p/A4 sheet
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Hard copy	£2.00
Annual Report	Hard copy/ website/Newsletter	12p per page/free
Responses to consultation papers	Hard copy	12p/A4 sheet
Quality status	Hard copy/website	12p/A4 sheet
Local Charter	Hard copy	£2.00
Class 4 - How we make decisions Decision making progress, procedures and consultations		
Timetable of meetings	Website/hard copy	Free/12p A4 sheet
Agendas and minutes of all Council meetings open to the public	Website/hard copy	Free/12pA4 sheet
Responses to planning applications	Hard copy	12p/A4 sheet
Record of the Parish Meeting	Website/hard copy	Free/A4 sheet
Bye-laws	Hard copy	12p/A4 sheet
Class 5 - Our policies and procedures Current written protocols for delivering our functions and responsibilities		
Standing Orders & Financial Regulations	Hard copy	12p/A4 sheet
Health and Safety	Website/Hard copy	Free/12p/A4 sheet
Equal Opportunities	Website/Hard copy	Free/12p/A4 sheet
Complaints Procedure	Website/Hard copy	Free/12p/A4 sheet
Records Management	Website/Hard copy	Free/12p/A4 sheet
Risk Management	Website/Hard copy	Free/12p/A4 sheet
Data Protection	Website/Hard copy	Free/12p/A4 sheet
Smoke Free	Website/Hard copy	Free/12p/A4 sheet
Recruitment	Website/Hard copy	Free/12p/A4 sheet
Training	Website/Hard copy	Free/12p/A4 sheet
Model Code of Conduct	Hard copy	12p/A4 sheet

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		
Assets Register	Hard copy	12p/A4 sheet
Register of Councillors Interests	Hard copy	12p/A4 sheet
Class 7 - The services we offer		
Information about the services we offer, advice and guidance, leaflets and newsletters		
Allotments	Website	Free
Parks, playing fields and recreational facilities		
Street Furniture – seats, litter/dog bins, notice boards, bus shelters and village signs		

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.

Methods by which information published under this scheme will be made available:

- Where it is within our capacity, information will be published on our website.
- Where it is impracticable to make information available on our website, or if an individual does not wish to access information on the website, hard copies can be requested, or an appointment made to view the requested information at a mutually convenient time and location 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 the Parish 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.

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 Parish Council will be justified and transparent and kept to a minimum. Details of charges are as follows:

- Material which is published and accessed on a website can be viewed free of charge, via the internet.
- Charges will be made for the provision of hard copies of any document which is less than three years old, at 10p per sheet plus postage and packing.
- Any documents requested that are older than three years old may be subject to a further charge, depending on the time scale incurred in retrieving these by the Clerk, at a cost of £20 Per hour, plus postage and packing.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Charges may also be made for information subject to a charging regime specified by Parliament.

Charges may also be made for the 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.

Written requests

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provision of the Freedom of Information Act.