

SPRINGFIELD PARISH COUNCIL

FREEDOM OF INFORMATION ACT

Publication Scheme



Next review Feb 2023

Server/policies/ FOI
Information publication V.2 2016
Reviewed Feb 2018
Reviewed Feb 2019 and amended
V.3 Reviewed Feb 20 and amended
V.3 2021
V.3 2022

Under the Freedom of Information Act 2000 every public authority is required to adopt and maintain a Publication Scheme. Springfield Parish Council has adopted the Model Scheme approved by the Information Commissioner.

This publication scheme commits the 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.

1. Who we are and what we do;

Organisational information, structure, locations, contacts, constitutional and legal governance

2. What we spend and how we spend it;

Financial information about projected and actual income and expenditure, tendering, procurement and contracts

3. What our priorities are;

Strategies and performance information, plans, assessments, inspections and reviews

4. How we make decisions;

Decision making processes policy proposals and decisions, internal criteria, procedures and consultations

5. Our policies and procedures;

Current written protocols for delivering our services and responsibilities

6. Lists and registers;

Information held in registers required by law and other lists and registers relating to the functions of the authority

7. Services provided by the Council;

What we manage, guidance, booklets, leaflets, transactions and media releases.

How people obtain information included in the scheme.

The parish council will make as much information as possible available on their website. Where the information is not available on the website a hard copy may be requested from the Clerk to the Council at Springfield Parish Council offices.

What charges are made for Information published under this scheme?

The purpose of this scheme is to make information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on the website will be provided free of charge.

Charges may be made for actual disbursements incurred for hard copies of information such as:

- photocopying
- postage and packaging
- any costs directly incurred as a result of viewing information; 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.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the Freedom of Information Act.

Exempt Information from the scheme

Organisations covered by the FOI Act are entitled to withhold information, when appropriate an exemption can be applied. The list of exemptions can be viewed on the Information Commissioners website at www.ico.org.uk

Who is responsible for the Scheme?

If you are not satisfied with the way that the Council deals with your request you should write to:

The Clerk to the Council,
Parish Centre,
St. Augustine's Way,
Springfield CM1 6GX

The Information Commission is responsible for enforcing the operation of the Scheme. In the case of failure to deliver information through the scheme you may also complain to:

Information Commissioners Office,
Wycliffe House, Water Lane,

Wilmslow,
Cheshire SK9 5AF

This list details the main functions and governance procedures used by Springfield Parish Council. It is not an exhaustive list and contact should be made with the Clerk to the Council if you are unable to find any information you require.

1 Who we are and what we do

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Councillors 15 Members are elected for a four year term and manage the council, through appropriate government legislation.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Standing Orders A set of rules govern the parish councils day – to – day management	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Code of Conduct Members of the Council are governed by a Code of Conduct. This code includes interests of councillors.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Staff The Council employs a number of officers to execute its business.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

2 What we spend and how we spend it

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Financial Regulations A set of rules that governs how the council spend their money	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Budget Spending Councillors set budget requirements annually and issue a precept request. A clear record of council spending is recorded in the minutes of council meetings. A schedule of all spending is provided at each full council meeting.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Annual Accounts Each year a set of accounts is prepared and audited by an external auditor. The accounts are made available to the public.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

3 Our Priorities

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Strategy, Governance & Engagement Document details the council's future plans.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

4 How we make decisions

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Council Meetings A committee structure is in place to allow the Council to make informed decisions. Each committee meets regularly and decisions reached can be found in the minutes of those meetings.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Meeting schedules These are planned in advance and agenda papers for each meeting is made available 3 days prior to the meeting.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Consultations These are planned on a ‘need’ basis	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
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	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

5 Policies & Procedures

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Policies & Procedures The Council has a set of policies that govern internal and external procedures that are reviewed annually.	Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

6 Lists & Registers

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
The Council maintains personal detailed information for certain services it provides e.g. allotment site tenants.		Free 5 pence per sheet of paper + 2 nd class postage
Assets The Council maintains registers for all its assets	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Planning The Council retains a list of all planning applications it is consulted on.	Parish Council website www.springfield-pc.gov.uk www.chelmsford.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Councillors Register of Interest is maintained.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

7 Services we Offer

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Community Buildings Springfield Parish Centre Chelmers Village Hall (charity)	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Community Events e.g. Fundays, Pantomimes, consultation exercises, gardening project	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Annual Meeting Held each year for our residents Newsletters Published quarterly	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Annual Report A written summary of the Council's work during any one year.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage
Asset Maintenance Maintenance of community items e.g. allotment site, bus shelters, seats, village green.	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2 nd class postage

Contact details: Springfield Parish Council

Clerk to the Council,
Springfield Parish Centre,
St. Augustine's Way CM1 6GX
Telephone 01245 466313

clerk@springfield-pc.gov.uk

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