



FREEDOM OF INFORMATION PUBLICATION SCHEME

Information available from Claygate Parish Council

Under the Freedom of Information Policy, it is the duty of every public authority to adopt and maintain a publication scheme. The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Claygate Parish Council has been recorded under the following classes of information:

- Class 1 - Who we are and what we do
- Class 2 - What we spend and how we spend it
- Class 3 - What our priorities are and how we are doing
- Class 4 - How we make decisions
- Class 5 - Our policies and procedures
- Class 6 - Lists and registers
- Class 7 - The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at:

www.claygateparishcouncil.gov.uk.

A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g., photocopying and postage) and information that the Council is legally authorised to charge for: -

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI 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 guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

Once a dataset is disclosed following an FOI request, Claygate Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website.

All datasets published in this way will be in a format capable of re-use wherever possible, i.e., not in a PDF format. For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e., the Council will only be able to charge photocopying, postage and any disbursements.

However, if datasets are published which contain copyright material, the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. This only covers re use and not access to the information.

The list of information published by the Parish Council, and how that information may be obtained can be found below. Most of our public documents are available to access in several ways.

Hard copy

Where a document is available in hard copy, please contact the Parish Council Office. There may be a small charge for providing copies of documents.

Inspection at Claygate Parish Council

All documents are available to view at Claygate Parish Council Office, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP. Please call ahead for availability or to make an appointment 07741 848719.

Website

Many documents are available online at www.claygateparishcouncil.gov.uk.

Electronic copy (E-copy)

Electronic copies are available from the Clerk to the Council. Please email: clerk@claygateparishcouncil.gov.uk

Parish Council noticeboards

Agendas, notification of electors' rights to view the Parish Council's accounts, and other important information are displayed on the Parish Council's noticeboards outside the shops on Hare Lane and outside Claygate Village Hall on Church Road.

Newsletter

Parish Council information such as members and contact details are published on the newsletter and delivered to every accessible household and business. This list is not definitive.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Who's who on the Council and its Committees Contact details for Parish Clerk and Council members Staffing and governance structure	Website Notice boards Newsletter (Courier) Hardcopy	Free Free Free 15p per page
Class 2 –What we spend and how we spend it Annual return form and report by auditor Finalised budget Precept Previous year's Accounts Grants Awarded and Received List of current contracts awarded and value of contracts Members' allowances and expenses (Note: CPC pays no allowances)	Website Notice boards e-copy Hardcopy	Free Free Free 15p per page
Class 3 – What our priorities are and how we are doing Claygate Vision and Action Plan Village Design Statement Parish Charter Committee Remits	Website Notice boards e-copy Hardcopy	Free Free Free 15p per page

Class 4 – How we make decisions		
Meetings Calendar	Website	Free
Agendas of meetings	Notice boards	Free
Minutes of meetings	e-copy	Free
Reports presented to Council meetings	Hardcopy	15p per page
Responses to consultation papers		
Responses to planning applications		
Class 5 – Our policies and procedures		
Standing orders	Website	Free
Councillor Vacancy Procedure	Notice boards	Free
Scheme of Delegation	e-copy	Free
Committee Remits	Hardcopy	15p per page
Financial Regulations		
Grants Policies		
Risk Management Policy & Risk Register		
Data Protection Policy		
General Privacy Notice		
Freedom of Information Policy		
Freedom of information Publication Scheme		
IT Policy		
Document Retention Policy		
Communications and Media Policy		
Councillors' Code of Conduct		
Civility and Respect Pledge		
Equality and Diversity Policy		
Complaints Procedure		
Health & Safety Policy		
Dignity at Work policy		
Sickness at Work Policy		
Staff Grievance Policy		
Staff Disciplinary Policy		

Class 6 – Lists and Registers		
Asset Register	Website	Free
Register of Members’ Interests	Inspection by appointment	Free
Register of gifts and hospitality	e-copy	Free
	Hardcopy	15p per page
Class 7 – The services we offer		
The Courier newsletter	Website	Free
	Hardcopy	Free
	e-copy	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost + contribution to overheads.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other		