

SALISBURY
CITY COUNCIL



Freedom of Information Publication Scheme

| Policy Number | Version | Owner | Doc No. | PDF No. | Date Published | Review Due | Review Team |
|---------------|---------|-------|---------|---------|----------------|------------|-------------|
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Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

FREEDOM OF INFORMATION ACT (FOIA) PUBLICATION SCHEME

1. Introduction

- 1.1. This [model publication scheme version 1.2 23102015](#) has been prepared and approved by the Information Commissioner. It can be adopted without modification by any public authority without further approval and will be valid until further notice.
- 1.2. 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.

2. The Publication Scheme

- 2.1. The scheme commits an authority:
 - 2.1.1. 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
 - 2.1.2. To specify the information which is held by the Authority and falls within the classifications below
 - 2.1.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
 - 2.1.4. 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
 - 2.1.5. To review and update on a regular basis the information the Authority makes available under this scheme
 - 2.1.6. To produce a schedule of any fees charged for access to information which is made proactively available
 - 2.1.7. To make this publication scheme available to the public
 - 2.1.8. 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 to 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'

3. Classes of Information Available

- 3.1. Information available from Salisbury City Council under the model publication scheme is shown at Annex A. It is shown in the following classes of

information

3.1.1. Who we are and what we do.

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

3.1.2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3.1.3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

3.1.4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

3.1.5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

3.1.6. Lists and Registers.

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

3.1.7. The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. Classes of Information not Generally available

4.1. The classes of information will not generally include:

4.1.1. 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.

4.1.2. Information in draft form.

4.1.3. 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.

5. How the information published under this scheme will be made available

5.1. The Council 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, the council will indicate how information can be obtained by other means and provide it by those means.

5.2. 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.

5.3. 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.

6. Charges which may be made for Information published under this scheme

6.1. 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
- the costs directly incurred as a result of viewing information

6.2. 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.

6.3. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with other statutory powers if the public authority,

6.4. 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.

7. 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.

This publication scheme was reviewed and adopted by Salisbury City Council at a meeting of the Finance and Governance Committee on 28 October 2019.

| Information available from Salisbury City Council under the model publication scheme | | |
|---|--|---------------------|
| CLASS 1 - Who we are and what we do | | |
| Organisational information, structures, locations and contacts. This will be current information only | | |
| N.B. Councils should already be publishing as much information as possible about how they can be contacted. | | |
| Information to be published | How the information can be obtained | Cost |
| Who's who on the Council and its Committees | Website / Hard copy from City Clerk | Free /10p per sheet |
| Contact details for City Clerk and Council members (named contacts where possible with telephone number and email address (if used) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Location of main Council office and accessibility details | Website / Hard copy from City Clerk | Free /10p per sheet |
| Staffing structure | Website / Hard copy from City Clerk | Free /10p per sheet |
| 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. Current and previous financial year as a minimum | | |
| Annual return form and report by auditor (when available) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Finalised budget (PDF) (when available) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Precept (PDF) (when available) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Borrowing Approval letter | N/A | |

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| Financial Standing Orders and Regulations | Hard copy from City Clerk | 10p per sheet |
| Grants given and received | Hard copy from City Clerk | 10p per sheet |
| List of current contracts awarded and value of contract | Hard copy from City Clerk | 10p per sheet |
| Members' allowances and expenses | Hard copy from City Clerk | 10p per sheet |
| CLASS 3 – What our priorities are and how we are doing | | |
| Strategies and plans, performance indicators, audits, inspections and reviews | | |
| Council (current and previous year as a minimum) | Website / Hard copy from City Clerk | Free / £10 |
| Annual Report (PDF) to Parish or Community Meeting (current and previous year as a minimum) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Quality status | | Not yet adopted |
| Local charters drawn up in accordance with DCLG guidelines | | None |
| CLASS 4 – How we make decisions | | |
| Decision making processes and records of decisions. Current and previous Council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Agendas of meetings (as above) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting. | Website / Hard copy from City Clerk | Free /10p per sheet |

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| Reports presented to Council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Website / Hard copy from City Clerk | Free /10p per sheet |
| Responses to consultation papers | Website / Hard copy from City Clerk | Free /10p per sheet |
| Responses to planning applications | Website / Hard copy from City Clerk | Free /10p per sheet |
| Bye-laws (when available) | Hard copy from City Clerk | 10p per sheet |
| CLASS 5 – Our policies and procedures | | |
| Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders | Hard copy from City Clerk/Website | Free |
| Committee and sub-committee terms of reference | Hard copy from City Clerk/Website | Free |
| Delegated authority in respect of officers | Hard copy from City Clerk | 10p per sheet |
| Code of Conduct | Website / Hard copy from City Clerk | Free /10p per sheet |
| Policy statements | Hard copy from City Clerk | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: | Hard copy from City Clerk | 10p per sheet |
| Internal policies relating to the delivery of services | Hard copy from City Clerk | 10p per sheet |
| Equality and diversity policy | Hard copy from City Clerk | 10p per sheet |
| Health and safety policy | Hard copy from City Clerk | |
| Recruitment policies (including current vacancies) | Website / Hard copy from City Clerk | Free /10p per sheet |

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| Policies and procedures for handling requests for information | Hard copy from City Clerk | 10p per sheet |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website / Hard copy from City Clerk | Free /10p per sheet |
| Information security policy | Hard copy from City Clerk | 10p per sheet |
| Records management policies (records retention, destruction and archive) | Hard copy from City Clerk | 10p per sheet |
| Data protection policies | Hard copy from City Clerk | 10p per sheet |
| Schedule of charges (for the publication of information) | Website / Hard copy from City Clerk | Free /10p per 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) | (hard copy; some information may only be available by inspection) | 10p per sheet |
| Assets Register | Hard copy from City Clerk | |
| 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) | Hard copy from City Clerk | 10p per sheet |
| Register of members' interests | Hard copy from City Clerk | 10p per sheet |
| Register of gifts and hospitality | Hard copy from City Clerk | 10p per sheet |
| CLASS 7 – The services we offer | | |
| Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses | | |

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| Allotments | Website for fees & charges / Hard copy from City Clerk | Free /10p per sheet |
| Burial grounds and closed churchyards | Hard copy from City Clerk | Free /10p per sheet |
| Crematorium | Website/Hard copy from City Clerk | Free /10p per sheet |
| Community centres and village halls | Website / Hard copy from City Clerk | Free /10p per sheet |
| Parks, playing fields and recreational facilities | Website / Hard copy from City Clerk | Free /10p per sheet |
| Seating, litter bins, clocks, memorials and lighting, where applicable | Hard copy from City Clerk | 10p per sheet |
| Bus shelters, where applicable | Hard copy from City Clerk | 10p per sheet |
| Markets | Website/Hard copy from City Clerk | Free /10p per sheet |
| Public conveniences | Hard copy from City Clerk | Free /10p per sheet |
| Agency agreements | None | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - Burials, Cremations (Scattering of Ashes), Hiring of Football & Cricket Pitches | Website / Hard copy from City Clerk | Free /10p per sheet |
| ADDITIONAL INFORMATION | | |
| This will provide the Council with the opportunity to publish information that is not itemised in the lists above | | |
| Newsletter | Website / Hard copy from City Clerk | Free /10p per sheet |
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|-------------------------|---|
| Contact details: | <p>Salisbury City Council</p> <p>The Guildhall, Market Place</p> <p>Salisbury</p> <p>Wiltshire</p> <p>SP1 1JH</p> <p>01722 342860</p> <p>info@salisburycitycouncil.gov.uk</p> <p>www.salisburycitycouncil.gov.uk</p> |
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SCHEDULE OF CHARGES

| Type of Charge | Description | Basis of Charge |
|-------------------|---|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost incurred by the Authority* |
| | Photocopying @ 15p per sheet (colour) | Not available |

| | | |
|---------------|---------|--|
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |
| Town Plan | | £10 |