



Freedom of Information Publication Scheme

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CP008	1	CSM	00401		7 Dec '09		Man

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.

Commented [JW1]: Hyperlink added to ICO website model publication

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

2.1.7-2.1.8. 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. Changes 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.

6.2-6.4. -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.

~~8.~~—This publication scheme was reviewed and adopted by Salisbury City Council at a meeting of the- Finance and Governance Committee on 28 October 2019.
Policy and Resources Committee on 14 December 2009.

Annex. A

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	

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

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

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		

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

Contact details:	Salisbury City Council The Guildhall, Market Place Salisbury Wiltshire SP1 1JH 01722 342860 info@salisburycitycouncil.gov.uk www.salisburycitycouncil.gov.uk
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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