Spelsbury Parish Council

Freedom of Information Scheme

Adopted by Spelsbury Parish Council on 03 March 2026

Freedom of Information Act 2000

Introduction
This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Spelsbury Parish Council and does not require further approval. It will be valid until further notice.

The publication scheme commits the 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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 classification below.
- To specify the information which is held by the authority and falls within the classification 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 this 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.
- 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 that dataset, where reasonably practicable, in an electronic form that is capable of 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 term 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” is defined in section 19(8) of that Act.

Classes of Information
- **Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What are priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions** – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- **Our policies and procedures** – Current written protocols for delivering our functions and responsibilities.
- **Lists and registers** – Information held in registers required by law and other lists and registers relating to functions of the authority.
- **The services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available

Spelsbury Parish 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 capacity of the Council, information will be provided on the Council's 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.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discriminations 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 Council 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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all 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.

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 regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by Spelsbury Parish Council this 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.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. NB. Councils should already by publishing as much information as possible about how they can be contacted.	(hard copy or website)	Hard copy – see end
Who's who on the Council and its Committees	Website / hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy / noticeboards	
Location of main Council office and accessibility details	Website / hard copy / noticeboards	
Staffing structure	Website / hard copy	
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	(hard copy or website)	Hard copy – see end
Annual return form and report by auditor	Website / hard copy	
Finalised budget	Website / hard copy	
Precept	Website / hard copy	
Borrowing Approval letter	N/A	
Standing Orders and Financial Regulations	Website / hard copy	
Grants given and received	Website / hard copy	
List of current contracts awarded and value of contract	Website / hard copy	
Members' allowances and expenses	Website / hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	Hard copy – see end
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	(Hard copy or website)	Hard copy – see end
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hard copy / noticeboards	
Agendas of meetings (as above)	Website / hard copy / noticeboards	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website / hard copy Minutes prior to 1995 stored at Oxfordshire History Centre	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website / hard copy	
Responses to consultation papers	Website / hard copy	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy or website)	Hard copy – see end
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Website / hard copy Website / hard copy Website / hard copy Website / hard copy Website / hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	 Hard copy Website / hard copy Website / hard copy Website / hard copy Website / hard copy Website / hard copy	 Hard copy – see end
Information security policy	Website / hard copy	
Records management policies (records retention, destruction and archive)	Website / hard copy	
Data protection policies	Website / hard copy	
Schedule of charges (for the publication of information)	Website / hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	Hard copy – see end
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website / hard copy Some may be available by inspection only	
Assets register	Website / hard copy	
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)	Website / hard copy	
Register or members' interests	Contact WODC – www.westoxon.gov.uk	
Register of gifts and hospitality	Website / hard copy	
Class 7 – The services we offer	(Hard copy or website; some information may	Hard copy – see end

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website / hard copy	
Seating, litter bins, clocks, memorials and lighting	Website /hard copy	
Bus shelters	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	
Additional Information This will provide the Council with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Requests for hard copies, or any queries, should be made by email or writing to:

Spelsbury Parish Clerk
6 Manor Court
Chadlington
Oxon
OX7 3LW

clerk@spelsbury-pc.gov.uk
www.spelsbury-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 20p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)