



**CHICHESTER CITY COUNCIL**

**FREEDOM OF INFORMATION ACT 2000**

**MODEL PUBLICATION SCHEME**  
**(with effect from 1 January 2009)**

**Adopted by the Council on 3 December 2008**

The Freedom of Information Act 2000 (FOIA) requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish information in accordance with the scheme.

As of January 2009 there will be one approved model scheme which needs to be adopted by all authorities. The scheme lists information under seven broad classes and a guide to the information available to the public under the scheme will be produced (see attached pages).

Chichester City Council acknowledges the duty placed upon it by the FOIA to adopt and maintain a publication scheme and therefore the City Council resolved to adopt the Model Publication Scheme on Wednesday 3 December 2008.

The FOIA is intended to promote a culture of openness and accountability and allows any member of the public to enquire how Chichester City Council carries out its duties, make decisions and spends public money.

The Town Clerk, Mr Rodney Duggua, will be responsible for maintaining the Scheme and should be contacted (see details below) if you have any queries concerning the City Council's compliance with the Freedom of Information Act.

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**INFORMATION AVAILABLE FROM CHICHESTER CITY COUNCIL**

**UNDER THE MODEL PUBLICATION SCHEME**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>NB : Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p/sheet
Staffing structure	Hard copy	10p/sheet
<p><b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	10p/sheet
Finalised budget	Website Hard copy	Free 10p/sheet
Precept	Website Hard copy	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Website Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses	Website Hard copy	Free 10p/sheet

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet
Quality Status	Website Hard copy	Free 10p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 - How we make decisions</b> (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	Free 10p/sheet
Agendas of Meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of Meetings (as above) NB : this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to Council Meetings NB : this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to Consultation Papers	Hard copy	10p/sheet
Responses to Planning Applications	Website Hard copy	Free 10p/sheet
<del>Bye laws</del>		

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and Procedures for the conduct of Council business:</p> <p>Procedural Standing Orders Committee and Sub-Committee Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements</p>	<p>Hard copy Website/Hard copy Hard copy Website/Hard copy Hard copy</p>	<p>10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet</p>
<p>Policies and Procedures for the provision of services and about the employment of staff:</p> <p>Internal 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)</p>		
<p>Information Security Policy</p>		
<p>Records Management Policies (records retention, destruction and archive)</p>		
<p>Data Protection Policies</p>		
<p>Schedule of charges (for the publication of information)</p>		
<p><b>Class 6 - Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>		
<p>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)</p>		
<p>Register of Members' Interests</p>	<p>Hard copy</p>	<p>10p/sheet</p>
<p>Register of Gifts and Hospitality</p>	<p>Hard copy</p>	<p>10p/sheet</p>

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 7 - The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public Conveniences</del>		
Agency Agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<p><b>Additional Information</b>            This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority