Freedom of Information Publication Scheme

Little Longstone Parish Meeting

Version 1.0 - Draft for adoption at the assembly to be held on 26th August 2026

How to use this scheme: *This Publication Scheme describes the classes of information Little Longstone Parish Meeting routinely publishes or makes available, how that information can be obtained, and whether any charge applies. The Parish Meeting adopts the Information Commissioner's Office model publication scheme in accordance with section 19 of the Freedom of Information Act 2000. This document explains how that scheme is applied by Little Longstone Parish Meeting and should be read alongside Standing Order 18 and the Parish Meeting's Privacy Policy and Records Retention Policy.*

1. Introduction and legal basis

1.1 As a public authority for the purposes of the Freedom of Information Act 2000 (FOIA), Little Longstone Parish Meeting must adopt and maintain a publication scheme approved by the Information Commissioner and publish information in accordance with that scheme. The Parish Meeting has adopted the Information Commissioner's Office model publication scheme. Standing Order 18(a) also requires the Parish Meeting to publish information in accordance with its publication scheme and to respond to requests for information that it holds.

1.2 The model publication scheme contains seven classes of information, which are set out in section 3 below together with details of the information LLPM makes available under each class. Requests for environmental information are dealt with under the Environmental Information Regulations 2004 (EIR) rather than FOIA.

2. How information is made available

2.1 Information covered by this Publication Scheme will be made available through the Parish Meeting's website where practicable. Information may also be displayed on the parish noticeboard, provided electronically or in paper form by the Clerk, or made available for inspection, according to the nature of the information and any applicable legal requirements.

2.2 Some information is subject to separate statutory requirements governing how or when it must be published or made available. Where such requirements apply, the Parish Meeting will comply with them in addition to making information available under this Publication Scheme.

2.3 The Parish Meeting will seek to make information of continuing public interest readily available without the need for an individual request. This includes the information identified in section 3 and, where appropriate, information that has previously been disclosed in response to requests under FOIA or EIR.

2.4 Where information listed in this scheme is not available on the website, it may be requested from the Clerk using the contact details in section 7. Information will normally be provided electronically unless another form is requested or is more appropriate.

3. Classes of information

The table below sets out the seven classes of information published or made available by the Parish Meeting, drawing on the ICO's model publication scheme.

Class of information	What this includes for LLPM	How available	Cost
Class 1: Who we are and what we do	Details of the Chair, Vice Chair and Clerk; contact details for the Clerk; information about the constitutional and statutory basis of the Parish Meeting; and relevant constitutional or governance documents, including the 1922 Order.	Website where practicable; otherwise from the Clerk on request.	Free

Class of information	What this includes for LLPM	How available	Cost
Class 2: What we spend and how we spend it	Annual budget and budget monitoring information; Annual Governance and Accountability Return and associated audit information; annual accounts and financial reports; asset register; information about contracts and commercial arrangements; and other financial information required by law or which the Parish Meeting considers appropriate to publish.	Website where practicable; statutory notices also displayed or published in the manner required by law; other information from the Clerk on request.	Free, except photocopying and postage at cost
Class 3: What our priorities are and how we are doing	Agendas and minutes of assemblies; reports on significant projects or activities; annual or other reports on the Parish Meeting's work; and information about agreed priorities where these have been formally adopted.	Website and/or noticeboard as appropriate; otherwise from the Clerk on request.	Free
Class 4: How we make decisions	Standing Orders; Financial Regulations; agendas, non-confidential supporting papers and minutes of assemblies; information about working groups where applicable; and other information explaining how decisions are made.	Website where practicable; agendas and notices also displayed or published as required; otherwise from the Clerk on request.	Free
Class 5: Our policies and procedures	Standing Orders, Financial Regulations and adopted policies and procedures relating to governance, conduct, complaints, financial management, risk management, information rights, data protection, records management and other Parish Meeting functions.	Website where practicable; otherwise from the Clerk on request.	Free
Class 6: Lists and registers	Asset register; registers of commercial licences or other contractual interests maintained by the Parish Meeting; and other public registers or lists which LLPM is required or has chosen to maintain.	Website where appropriate; otherwise from the Clerk on request, subject to any applicable restrictions on disclosure.	Free, except copying and postage at cost
Class 7: The services we offer	Information about any services, facilities, land, licences or other arrangements administered by the Parish Meeting and made available to the public or businesses, including information about how to apply or participate where relevant.	Website or noticeboard where appropriate; otherwise from the Clerk on request.	Free, except where a charge forms part of the service, licence or arrangement itself.

4. Information not routinely published

4.1 The Parish Meeting will not routinely publish information where disclosure would be inappropriate or unlawful. This may include personal information, legally privileged material, confidential information, and information whose disclosure could prejudice commercial interests or an ongoing procurement, tender or negotiation.

4.2 Information which is not routinely published may nevertheless be requested under FOIA or, where applicable, the EIR. Each request will be considered on its circumstances and information will be disclosed unless there is a lawful basis for withholding it.

4.3 Where information is withheld in response to a request, the Parish Meeting will explain the applicable FOIA exemption or EIR exception and, where required, the reasons why the public interest favours withholding the information.

5. Requesting information

5.1 Requests for information under FOIA should be made in writing to the Clerk, normally by email or letter. The request should include the requester's name and an address for correspondence and should describe the information requested sufficiently clearly to enable it to be identified.

5.2 Requests for environmental information are dealt with under the Environmental Information Regulations 2004 (EIR). An EIR request may be made in writing or orally. Where an oral request is not sufficiently clear, the Clerk may seek clarification.

5.3 The Parish Meeting will respond to requests within the timescales required by FOIA or EIR, as applicable. Where clarification is reasonably required, or where the legislation permits a different timescale, the requester will be informed accordingly.

5.4 Where information requested is already readily available, the Parish Meeting may direct the requester to where it can be found or provide a copy or link as appropriate.

5.5 The Clerk will provide reasonable advice and assistance to a person seeking information, including helping to clarify a request where necessary.

5.6 Where a response to a request is likely to be of wider public interest, the Parish Meeting may publish the request and response, or a summary of them, as part of a disclosure log. Personal information and other information which should not be published will be removed where necessary.

6. Costs

6.1 Information available electronically through the Parish Meeting's website or supplied electronically by the Clerk will normally be provided free of charge.

6.2 Where paper copies are requested, the Parish Meeting may make a reasonable charge for photocopying, printing and postage. Any charge will reflect the actual cost of providing the information and the requester will be informed in advance where a charge is to be made.

6.3 Where FOIA or EIR permits a charge to be made for responding to a request, any charge will be determined in accordance with the applicable legislation and guidance. The requester will be informed before the information is provided where payment is required.

7. Contact, review and adoption

Contact: Clerk to the Parish Meeting
Email: clerk@littlelongstoneparishmeeting.gov.uk
Post: c/o Longstone Village Hall, Church Lane, Great Longstone, Bakewell DE45 1TB

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Approving body: Little Longstone Parish Meeting
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