

PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.

The scheme commits the parish council and parish meeting:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- To specify the information which is held by the council or parish meeting and falls within the classes below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the 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 council or parish meeting makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public.

Classes of Information:-

1) Who we are and what we do.

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

2) What we spend and how we spend it.

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

3) What our priorities are and how we are doing.

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

4) How we make decisions.

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

5) Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6) Lists and Registers.

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

7) 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.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

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

The parish council and parish meeting will have the following obligations:-

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Where possible the council or parish meeting will provide information on the website. Where it is impractical to provide it in that format or if the applicant does not wish to access the information via the website the council or parish meeting will indicate how information can be obtained by other means and provide it by those means.
- The council or parish meeting will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances 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. To also translate any information where the council or parish meeting is legally required to do so.
- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges which may be made for Information published under the scheme

The scheme emphasises the following:-

- That any charges made by the council or parish meeting 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 actual disbursements incurred such as photocopying, postage and packing plus the cost directly incurred as a result of viewing information.
- Charges may also be made for information provided under the 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.
- Where the council or parish meeting makes a charge the amount will be confirmed to an applicant in advance. The council or parish meeting will also request payment prior to providing the information.

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.
in and whether the council or parish meeting intends to charge for providing the same and if so the level of charge.