

Greatford Parish Council

Publication Scheme

The Parish Council endeavours to make information on its activities available to all those who may be interested. Key information about the Council's activities is published

- on the notice board in the village,
- in *Towers and Spires* (which is distributed to every house in the parish, as well as the neighbouring parishes) and
- on the Greatford website (<http://parishes.lincolnshire.gov.uk/Greatford>).
The website also carries copies of the minutes of the Council's meetings and other key documents.

In accordance with the Freedom of Information Act 2000 ("Fol Act"), the Council has adopted¹ the Model Publication Scheme published by the Information Commissioner – annex 1 to this document. Details of where the information referred to in the model scheme may be viewed and obtained are set out in annex II to this document. It will be appreciated that the terms of annex I and the scope of annex II is determined by the Information Commissioner and covers all public authorities, accordingly not all classes of information mentioned are held by a small body like Greatford Parish Council².

In addition to the information covered by the model publication scheme, the Council will endeavour to make available to interested enquirers any other information and documents which it holds (provided this would not breach any copyright, confidentiality or other prohibitions).

Documents available on the Council's website may be viewed and copied by the enquirer without charge. Documents available on application to the Clerk (contact details below) may be inspected and copied as described in annex III.

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¹ At its meeting on 18 November 2009.

² The text in black is set by the Information Commissioner – the Parish Council can only change the text in blue.

Model Publication scheme 2009

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 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 classifications below.
- To specify the information which is held by the authority and falls within the classifications 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.

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 our 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 the 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

The authority 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, a public authority 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 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.

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 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

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.

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 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.

Information available from Greatford Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p><i>As detailed in annex III, hard copies of material on the website can be provided in accordance with the arrangements in that annex and at the costs specified.</i></p>
Who's who on the Council and its Committees	<i>Website - PARISH COUNCIL page.</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website - PARISH COUNCIL page Clerk's contact details on foot of every website page.</i>
Location of main Council office and accessibility details	<i>Foot of every website page.</i>
Staffing structure	<i>N/A - The Clerk is the only member of staff</i>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p>
Annual return form and report by auditor	<i>Current year on website annual accounts page; Previous year on application to the Clerk.</i>
Finalised budget	<i>In accounts summary at end of annual report – see website annual report page</i>
Precept	<i>ditto</i>

Borrowing Approval letter	<i>N/A - No borrowing</i>
Financial Standing Orders and Regulations	<i>On application to the Clerk.</i>
Grants given and received	<i>In accounts summary at end of annual report – see website annual report page.</i>
List of current contracts awarded and value of contract	<i>On application to the Clerk.</i>
Members' allowances and expenses	<i>No allowances paid, travelling expenses paid when appropriate – decisions in Council minutes.</i>
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	<i>N/A - No parish plan at present</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Website annual report page Hard copies distributed free of charge to every house in the parish prior to Annual Parish Meeting.</i>
Quality status	<i>No application made for quality status</i>
Local charters drawn up in accordance with DCLG guidelines	<i>No charters established</i>
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Website Home page</i>
Agendas of meetings (as above)	<i>Website: minutes & agenda page Copies of the agenda and draft minutes of the previous meeting are also available (free) for members of the public attending council meetings</i>

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>ditto</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>On application to the Clerk</i>
Responses to consultation papers	<i>On application to the Clerk</i>
Responses to planning applications	<i>On application to the Clerk</i>
Bye-laws	<i>N/A - None made</i>
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)
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	<i>On application</i> <i>No committees</i> <i>No delegated authorities</i> <i>On application</i> <i>No policy statements</i>
Policies and procedures for the provision of services and about the employment of staff: 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)	<i>On application to the Clerk</i>
Information security policy	<i>On application to the Clerk</i>

Records management policies (records retention, destruction and archive)	<i>On application to the Clerk</i>
Data protection policies	<i>On application to the Clerk</i>
Schedule of charges (for the publication of information)	<i>See annex III</i>
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
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)	
Assets Register	<i>On application to the Clerk</i>
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)	<i>None</i>
Register of members' interests	<i>On application to the Clerk</i>
Register of gifts and hospitality	<i>On application to the Clerk</i>
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	
Allotments	<i>No</i>
Burial grounds and closed churchyards	<i>No</i>
Community centres and village halls	<i>Village Hall run by the Village Hall Committee</i>
Parks, playing fields and recreational facilities	<i>Playing field and play equipment (including goal posts) available to all villagers. Line marking equipment available on request</i>
Seating, litter bins, clocks, memorials and lighting	<i>None</i>
Bus shelters	<i>None</i>
Markets	<i>None</i>
Public conveniences	<i>None</i>
Agency agreements	<i>None</i>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>None</i>

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
	<i>None at present</i>

Contact details:

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Arrangements and charges for inspection and copying of documents

1. Documents available on the website may be copied without charge. Copies of webpages and other documents on the website may be requested from the Clerk, the charges in paragraph 4 apply.
2. Documents may be inspected in person at the Clerk's office by prior appointment with the Clerk – the Clerk may limit the length of any such appointment to one hour. There is no charge for inspection of documents. Enquirers may not take away any original version of any document, but copies (up to a maximum of 10 sides of A4) of available documents (whose copying would not constitute a breach of copyright law) may normally be provided at the time of personal inspection at the cost set out in paragraph 4.a. Any additional copies requested may be provided subsequently by post, at the cost in paragraphs 4.b & 4.c.
3. Copies of documents available electronically may be provided free of charge to enquirers requesting delivery to an e-mail address.
4. Charges referred to above are
 - a. Photocopying/printing first ten sides of A4³: 8p per side⁴.
 - b. Photocopying more than ten pages (or documents larger than A4): commercial cost plus £2.50⁵.
 - c. Postage: 2nd class post, unless enquirer asks (and pays for) faster service⁶.
5. All charges must be paid in advance of inspection or documents and/or copying.
6. The Parish Council may, from time to time, revise the level of charges set out in paragraph 4.

³ This restriction is necessary as only limited copying facilities are available in the Clerk's Office.

⁴ Up to five pages in any one calendar month will be provided free of charge to electors resident in the parish.

⁵ This additional charge is to cover cost of travelling to commercial copiers – the Clerk may waive all or part of the charge if the journey is not solely to obtain the copies.

⁶ Documents will normally be delivered to residents in the village free of charge.