

PUBLICATION SCHEME

Publication Scheme (publishing datasets for re-use)

By law, a parish council¹ must have a publication scheme² which explains information it holds that is available to the public³.

The Information Commissioners Office (ICO) has produced a model Publication Scheme which Councils have adopted and below is the Parish Council's Publication Scheme adopted on the 25 May 2021.

1. INTRODUCTION

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication Scheme 2008, is to identify information which is available as part of Shaw & Crompton Parish Council's ("the Council") normal business activities.

The scheme commits the Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- 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
- Review and update on a regular basis the information made available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this **publication scheme** available to the public.

2. 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

¹ Freedom of Information Act 2000 Schedule 1 Part II s 7(a)

² Freedom of Information Act 2000 s19 (1)

³ Freedom of Information Act 2000 s19 (2)

- **“Our policies and procedures”**

Current written protocols for delivering Council functions and responsibilities

- **“Lists and registers”**

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

- **“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.

3. METHODS OF PUBLICATION

Appendix 1 clearly indicates what information is covered under this scheme and how that it can be obtained.

Where possible the Council will publish the information on its website

www.shawandcromptonparishcouncil.co.uk

When publishing information in this way is impractical, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances, some information may only be available by viewing in person; in such instances 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 as is legally required. Where the Council 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.

4. CHARGES

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge. If a charge is to be made, confirmation of the payment due will be given before the information is provided. In some instances payment may be requested prior to provision of the information. Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging

5. WRITTEN REQUESTS

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Appendix 1		
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)		
Who's who on the Council and its Committees	Hard Copy – contact Clerk Website	5p / sheet Free
Contact details for Clerk and Council Members	Hard Copy – contact Clerk Website	5p / sheet Free
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		
Annual Return form (AGAR) and report by Auditor	Hard Copy – contact Clerk Website	5p / sheet Free
Finalised Budget	Hard Copy – contact Clerk Website	5p / sheet Free
Precept	Hard Copy – contact Clerk Website	5p / sheet Free
Financial Standing Orders and Regulations	Hard Copy – contact Clerk Website	5p / sheet Free
Grants Given and Received	Hard Copy – contact Clerk Website	5p / sheet Free
List of current contracts awarded and value of contract	Hard Copy – contact Clerk Website	5p / sheet Free
Members Allowances & Expenses	None, other than Chairman's Allowance	
Any expenditure of £500 or more (in accordance with the Local Government Transparency Code)	Hard Copy – contact Clerk Website	5p / sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year)	Hard Copy – contact Clerk	5p / sheet
Parish Plan	The Council does not have a Parish Plan.	
Local Charters drawn up in accordance with DCLG guidelines	None in operation.	
Business Plan 2019 - 23	Hard Copy – contact Clerk Website	5p / sheet Free
Annual Reports	Hard Copy – contact Clerk Website	5p / sheet Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of Meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy – contact Clerk Website	5p / sheet Free
Agendas of meetings (as above)	Hard Copy – contact Clerk Website	5p / sheet Free
Minutes of Meetings (as above) nb. excludes information that is properly regarded as private to a meeting	Hard Copy – contact Clerk Website	5p / sheet Free
Reports presented to council meetings nb. excludes information that is properly regarded as private to the meeting	Hard Copy – contact Clerk Website	5p / sheet Free
Responses to consultation papers	Hard Copy – contact Clerk Website	5p / sheet Free
Responses to planning applications	Hard Copy – contact Clerk Website	5p / sheet Free
Bye-Laws	The Council does not have any bye-laws.	
Scheme of Delegation	Hard Copy – contact Clerk Website	5p / sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities.) Current information only		
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 Framework	Hard Copy – contact Clerk Website	5p / sheet Free
Schedule of Charges for the publication of information	Hard Copy – contact Clerk Website	5p / sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Copy of the electoral register visual inspection by arrangement with the Clerk	Free
Assets Register	Hard Copy – contact Clerk Website	5p / sheet Free

Disclosure Log (indicating the information that has been provided in response to requests)	Not held	
Register of Members' Interests	Hard Copy – contact Clerk Website	5p / sheet Free
Register of Gifts and Hospitality	Hard Copy – contact Clerk Website	5p / sheet Free
Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.) Current information only		
Allotments	None	
Burial Grounds and closed churchyards	None	
Community Centres and Village Halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk Website	5p / sheet Free
Bus shelters	The Council does not have responsibility for any bus shelters	
Markets	The Council does not have responsibility for any markets	
Public Conveniences	The Council does not have responsibility for any public conveniences	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee	Not applicable	
Newsletter	Hard Copy – contact Clerk Website	5p / sheet Free

Contact Details

Mr Tony Hilton, CiLCA

Clerk and RFO to Shaw & Crompton Parish Council

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Web: www.shawandcromptonparishcouncil.co.uk

This policy was approved at the Annual Meeting of the Parish Council on the 25th May 2021.

It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.

Otherwise date of next review May 2025