

Model publication scheme adopted by Shipton Gorge Parish Council from 1/1/09

Reviewed and approved following minor amendments - November 2015

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.

Information Guide

Information available from Shipton Gorge Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who s who on the Council Lay members of Committees.	Web site or hard copy Hard copy	Web site free. Hard copy see schedule of charges.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number).	Web site or hard copy	Web site free. Hard copy see schedule of charges.
Staffing structure	Hard copy	See schedule of charges.
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 as a minimum		
Annual return form and report by auditor	Web site or hard copy	Web site free. Hard copy see schedule of charges
Finalised budget	Hard copy	See schedule of charges.
Precept	Hard copy	See schedule of charges.
Financial Standing Orders and Regulations	Hard copy	See schedule of charges.
Grants given and received	Hard copy	See schedule of charges.
List of current contracts awarded and value of contract	Hard copy	See schedule of charges.
Members allowances and expenses	Hard copy	See schedule of charges.
Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan progress	Web site or hard copy	Web site free. Hard copy see schedule of charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site or hard copy	Web site free. Hard copy see schedule of charges
Local charters drawn up in accordance with DCLG guidelines	Hard copy	See schedule of charges.
Class 4 How we make decisions (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)	Hard copy (notices of meetings are publicly displayed as required by law)	See schedule of charges.
Agendas of meetings (as above)	Web site or hard copy	See schedule of charges.
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Web site free. Hard copy see schedule of charges
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Web site free. Hard copy see schedule of charges.
Responses to consultation papers	Hard copy	See schedule of charges.

Responses to planning applications	Hard copy	See schedule of charges.
Bye-laws	Hard copy	See schedule of charges.
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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy	See schedule of charges.
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information, including any complaints procedures 	Hard copy	See schedule of charges.
Information security policy	Hard copy	See schedule of charges.
Records management policies (records retention, destruction and archive)	Hard copy	See schedule of charges.
Data protection policies	Hard copy	See schedule of charges.
Schedule of charges (for the publication of information)	Web site or hard copy	Web site free. Hard copy see schedule of charges
Class 6 Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	See schedule of charges.
Register of members interests	Hard copy	See schedule of charges.
Register of gifts and hospitality	Hard copy	See schedule of charges.
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		
Parks, playing fields and recreational facilities	Hard copy	See schedule of charges.
Agency agreements	Hard copy	See schedule of charges.

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	See schedule of charges.
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Contact details:

Paula Biss, Parish Clerk, Laurel Cottage, Church Street, Puncknowle, Dorchester, Dorset DT2 9BL

Tel: 01308 898189 E-mail: clerk@shiptongorge.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority Shipton Gorge Parish Council

The above information reviewed, revised and approved November 2015