

Model 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 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.

Shincliffe Parish Council Publication Scheme

Information to be published	How the information can be obtained
Who are we and what do we do	
Current organisation information, structure, locations and contacts	Website
Who is on the council and committees	Website
Contact details for Parish Clerk and Council members	Website
Location of Council offices and accessibility details	Website
What we spend and how we spend it	
Annual return	Website
Budgets	Website
Precept	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website
What our priorities are and how are we doing	
Survey Results	Website
Annual Report to Parish	Website
Action Plan for current year	Website
How we make decisions	
Timetable of meetings	Website
Agenda of meetings	Website
Minutes of meetings	Website
Reports presented to meetings	Website
Responses to consultation letters	Website
Responses to planning applications	Website
Parish Surveys	Website
Our policies and procedures	
Standing Orders (including Financial Regulations)	Website
Delegated authority in respect of officers (Financial Regulations)	Website
Code of conduct	Website
Community Engagement Policy	Website
Equality and diversity	Website
Health and safety	Website
Disciplinary and Grievance Policy	Website
Complaints procedure	Website
Grant/Donations Policy	Website
Training Policy for Staff and Councillors	Website
Media Policy	Website
Lists and Registers	
Asset register	Website
Register of members interest	Website

Additional information	
Information not itemised above	Could be displayed on the website, in notice boards or in community newsletters
Charges	
Photocopying – actual cost of 10p per page (B&W)	
Photocopying – actual cost of 30p per page (Colour)	
Postage – actual cost of Royal Mail second class	
NB Request will usually be free of charge, but repeat requests may become chargeable and the charging is at the discretion of Shincliffe Parish Council.	

Contact details: Kate Cuthbert (Clerk) Shincliffe Parish Council, 9 Pond Street, High Shincliffe, Durham, DH1 2PS. Telephone: 07701027450 Email: Shincliffeparishcouncil@yahoo.co.uk