

## **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.

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**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 Waldridge Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website, notice board, newsletter or hardcopy (see below)	see below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, notice board, newsletter or hardcopy	see below
Location of main Council office and accessibility details	1 Poplar Street, Waldridge Village – no disabled access, but alternative venues offered if necessary	
Staffing structure	One Clerk, one Handyperson	
<p><b>Class 2 – What we spend and how we spend it</b> (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>		
Annual return form and report by auditor	Hardcopy	see below
Finalised budget	Hardcopy	see below
Precept	Website via minutes or hardcopy	see below

Borrowing Approval letter	Not applicable at present	
Financial Standing Orders and Regulations	Website or hardcopy	see below
Grants given and received	Website, hardcopy, newsletter	see below
List of current contracts awarded and value of contract	Hardcopy	see below
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable at present	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, library, parish rooms or hardcopy	see below
Quality status	Available to view on request	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (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)	Website, notice boards, hardcopy	see below
Agendas of meetings (as above)	Website, notice boards, hardcopy	see below
Approved Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hardcopy	see below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	see below
Responses to consultation papers	Minutes via website or hardcopy	see below
Responses to planning applications	Minutes via website or hardcopy	see below
Bye-laws	Not applicable	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website or hardcopy</p>	<p>see below</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>The Council employs one Clerk and one other member of staff. Where necessary policy documents exist they are available as hard copy</p>	<p>see below</p>
<p>Information security policy</p>	<p>Not applicable</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Available on request</p>	
<p>Data protection policies</p>	<p>Available on request</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>See below</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available to view on request	
Assets Register	Hardcopy	see below
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)	Not applicable	
Register of interests	Website	
Register of gifts and hospitality	No applicable	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Parish Council own land, but managed by Allotment association – hardcopy	see below
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Parish Rooms – available on request	
Parks, playing fields and recreational facilities	Not applicable at present	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Hardcopy	see below
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Hard copy** – all information except those marked “inspection” can upon request be supplied as hard copy.

**Notice board** – one situated at Parish Rooms, 1 Poplar Street, Waldrige Village, one located at Fenton Close, Waldrige Park one on the Millennium Green and one on the C11 road beside Falstone Drive.

**Newsletters** – are distributed to every household 4 times per year

**Website** – [www.waldridgeparish.co.uk](http://www.waldridgeparish.co.uk)

The Clerk will advise on availability and sources of information upon request.

**Contact details:**

**Parish Clerk – Mrs Angela Foster**, 4 Stainmore Drive, Great Lumley, Chester le Street, Co Durham DH3 4SH

**Website** – [waldridgeparish.co.uk](http://waldridgeparish.co.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost * 10p
	Photocopying @ ..p per sheet (colour)	Actual cost – not applicable
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Website		Free to download
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

- the actual cost incurred by the public authority