

## **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.

April 2008 1 Model Publication Scheme V1.0

### **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.  
April 2008 2 Model Publication Scheme V1.0

### **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. April 2008. Requests should be made to The Parish Clerk.

**This publication scheme was adopted by Otterbourne Parish Council at a meeting of the Council on 16 December 2008.**

## **INFORMATION AVAILABLE FROM OTTERBOURNE PARISH COUNCIL**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p><b>Organisational information, structures, locations and contacts</b>  <b>This will be current information only.</b></p>		
Who's who on the Council and its Committees	Website Hard copy	Free 10p a sheet
Contact details for Parish Clerk and Council members	Website Hard copy	Free 10p a sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p a sheet
Staffing structure	N/A	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p><b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b></p>		

<b>Current and previous financial year as a minimum.</b>		
Annual return form and report by auditor Published on Notice Boards annually	Hard copy	10p a sheet
Finalised budget	Website Hard copy	Free 10p a sheet
Precept	Website Hard copy	Free 10p a sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	10p a sheet
Grants given and received	Hard copy	10p a sheet
List of current contracts awarded and value of contract	Hard Copy	10p a sheet
Members' allowances and expenses	Hard copy	10p a sheet
<b>Class 3 – What our priorities are and how we are doing  Strategies and plans, performance indicators, audits, inspections and reviews.</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p a sheet
Quality Status	N/A	

Parish Plan	Hard copy	£5 each
Village Design Statement	Website Hard copy	Free £5 each
Parish Plan Review	Hard copy	10p a sheet
<b>Class 4 – How we make decisions</b>  <b>Decision making processes and records of decisions</b> <b>Current and previous council year as a minimum.</b>		
Timetable of meetings: Parish Council and Committee meetings	Website Hard copy	Free 10p a sheet
Agendas of meetings (as above)	Notice Boards Hard copy	Free 10p a sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10p a sheet
Reports presented to Council Meetings - this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10p a sheet
Responses to consultation papers	Hard copy	10p a sheet
Responses to planning applications	Hard copy	10p a sheet

<p><b>Class 5 – Our policies and procedures</b></p> <p><b>Current written protocols, policies and procedures for delivering our services and responsibilities.</b></p>		
<p>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</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Policies and procedures for the provision of services and 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</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Information security policy</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Data protection policies</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p>	<p>Free</p>

	Hard copy	10p a sheet
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only.</b>		
Assets Register	Hard copy	10p a sheet
Register of members' interests	Hard copy	10p a sheet
Register of gifts and hospitality	Hard copy	10p a sheet
<b>Class 7 – The services we offer</b> <b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.</b>		
Allotments	Hard copy	10p a sheet
Burial grounds and closed churchyards	N/A	
Community centres and village hall	Website	Free
Parks, playing fields and recreational facilities	Hard copy	10p a sheet

Seating, litter bins, clocks, memorials and lighting	Hard copy	10p a sheet
Bus shelters	Hard copy	10p a sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy	10p a sheet

### **Schedule of Charges**

<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 *
	Parish Plan	Actual cost*
	Village Design Statement	Actual cost*

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority