



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.

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 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 active storage, or is difficult to access for similar reason

The method by which information published under this scheme will be made available

SPPC 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 SPPC, information will be provided on the website.

Where it is impractical to make information available on the website or when an individual does not wish to access the information by the website, SPPC 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 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 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 SPPC 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 actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

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.

<i>Information to be published</i>	<i>How the information can be obtained</i>
<i>Class 1 - Who we are and what we do</i> Parish Council created 2016. Parish Clerk: T Hamer The Parish Office, 30 Sunwood Drive, Sherfield on Loddon RG27 0FP email: clerk@sherfieldparkparishcouncil.gov.uk Seven councillors elected every 4 years.	Website
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of Council office and accessibility details	Website
Staffing structure	Website
<i>Class 2 – What we spend and how we spend it</i> <i>Current and previous council year as a minimum</i>	
Annual Governance and Accountability Return (AGAR) and report by auditor	Website
Finalised budget	Website
Precept	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	Website
<i>Class 3 – What our priorities are and how we are doing</i> <i>Current and previous council year as a minimum</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
<i>Class 4 – How we make decisions</i> <i>Current and previous council year as a minimum</i>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
<i>Class 5 – Our policies and procedures</i>	
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 statements	Website
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	BDBC
Assets register	Website

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)	N/A
Register of members' interests	BDBC
Register of gifts and hospitality	BDBC
Class 7 – The services we offer	
Current information only	
Seating, litter bins, clocks, memorials and lighting	BDBC
Bus shelters	Contact the Clerk

Schedule of Charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost. A4 single sheet.
	Photocopying @ 10p per sheet (colour)	Actual cost. A4 single sheet.
	Postage	Actual cost of Royal Mail standard 2 nd class

Updated February 2021.