

BRANSGORE PARISH COUNCIL

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner and has been adopted without modification by Bransgore Parish Council 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 manual 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 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 that 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 impractical to make information available on a 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 packing
- 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 to 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 BRANSGORE PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 Who we are and What we do (Organisational information, structure, locations and contacts)		
This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted	Hard Copy and/or Website	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone numbers and email address (if used))	Website	Free
Location of main council office and accessibility details	Website	Free
Staffing Structure	Hard Copy from Parish Clerk	10p per sheet

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 year as a minimum)	Hard Copy and/or Website	
Annual return from and report by auditor	Hard copy from Parish Clerk	10p per sheet
Financial Budget	Hard copy from Parish Clerk	10p per sheet
Precept	Hard copy from Parish Clerk	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy from Parish Clerk	10p per sheet
Grants given and received	Hard copy from Parish Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from Parish Clerk	10p per sheet
Members allowances and expenses	Hard copy from Parish Clerk	10p per sheet

Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and/or website	
Parish Plan (current and previous years as a minimum)	Website/ Hard copy from Parish Clerk	Free/£10
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Parish Clerk	10p per sheet
Quality Status	Not applicable	
Local Charters drawn up in accordance with DCLG guidelines	None	
Class 4 How we make decisions Decision making processes and records of decisions (current and previous year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy from Parish Clerk	Free/10p per sheet
Agendas of meetings (as above)	Hard copy from Parish Clerk	10p per sheet
Minutes of meetings (as above) (nb this will exclude information that is properly regarded as private to the meeting)	Website/Parish Clerk	Free/10p per sheet
Reports presented to Council meetings (nb this will exclude information that is properly regarded as private to the meeting)	Hard copy from Parish Clerk	10p per sheet
Responses to consultation papers	Hard copy from Parish Clerk	10p per sheet
Responses to planning applications	Hard copy from Parish Clerk	10p per sheet
By-Laws	Hard copy from Parish Clerk	10p per sheet
Class 5 Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Hard copy and/or website	

<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</p> <p>Website Website Website Website</p>	<p>Free</p> <p>Free Free Free Free</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</p>	<p>Hard copy from Parish Clerk</p> <p>Hard copy from Parish Clerk Hard copy from Parish Clerk Hard copy from Parish Clerk</p> <p>Hard copy from Parish Clerk</p>	<p>10p per sheet Ditto Ditto Ditto</p> <p>10p per sheet</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges (for the publication of information</p>	<p>Website</p>	<p>Free</p>
<p>Class 6 Lists and Registers (Currently maintained lists and registers only)</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Asset Register</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>
<p>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)</p>	<p>Not applicable</p>	
<p>Register of members' interests</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per sheet</p>

Register of gifts and hospitality	Hard copy from Parish Clerk	10p per sheet
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		

Allotments	Not applicable	
Burial Grounds and closed churchyards	Not applicable	
Community centres and village halls	Website/Hard copy from Parish Clerk	Free/10p per sheet
Parks, Playing fields and recreational facilities	Hard copy from Parish Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy from Parish Clerk	10p per sheet
Bus Shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	None	
ADDITIONAL INFORMATION		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mr. Edwin Macknamara Clerk to the Council (Parish Clerk)

**Telephone No. 01425 674155 email:
council@bransgore-parish.gov.uk**

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 at 10p per sheet (black and white)	Actual cost*
	Photocopying at 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd Class
Statutory Fee		In accordance with the relevant legislation (where appropriate the relevant statute will be quoted)
Other	Community Plan	£10 (cost of printing per copy)

***the actual cost incurred by the Parish Council**