

## **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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

### **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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## **HEMYOCK PARISH COUNCIL INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>		<b>Cost per A4 sheet</b>
	<b>Hard Copy</b>	<b>Website</b>	
<b>Class 1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>			
Who's who on the Council and its Committees	√	√	10p
Contact details for Parish Clerk and Council members	√	√	10p
Location of main Council office	√	√	10p

<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>			
Annual return form and report by auditor	√	√	10p
Precept & Budget Information	√		10p
Financial Standing Orders and Regulations	√	√	10p
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>			
Parish Plan (when applicable)	√		10p
Action Plan	√	√	
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	√		10p
Agendas of meetings (as above)	√	√	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	√	√	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	√		10p
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>			

Policies and procedures for the conduct of council business:			
Procedural standing orders	√	√	10p
Code of Conduct	√	√	10p
Protocol for recording meetings	√	√	10p
Public notice of recording of meetings	√	√	10p
Freedom of Information	√	√	10p
Data Protection Policy	√	√	10p
Emergency Plan	√	√	10p
Vexatious Policy	√	√	10p
Transparency Code	√	√	10p
Complaints procedures (including those covering requests for information and operating the publication scheme)	√	√	10p
Risk Management Policy	√	√	10p
Record Management Policy	√	√	10p
Policies and procedures for the provision of services and about the employment of staff:			
Equal Opportunities Policy	√	√	10p
Staff Appraisal Policy	√	√	10p
Health and safety policy	√	√	10p
Sickness Absence Policy	√	√	10p
Disciplinary Policy	√	√	10p
Grievance Policy	√	√	10p
Training & Development Policy	√	√	10p
<b>Class 6 – Lists and Registers</b>			
<i>Currently maintained lists and registers only</i>			
<i>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</i>	√ (Some information may only be available by inspection)		10p
Asset Register	√	√	10p

Register of members' interests		√	10p
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>			
Cemetery Management Policy & Fees	√	√	10p
Longmead		√	free
The Garages Sports and Activities Centre		√	free

### Contact details

Donna Evans (Parish Clerk)

Park Farm

Dunkeswell

Honiton

Devon

EX14 4RN Email [hemyockpc@gmail.com](mailto:hemyockpc@gmail.com) or Tel 01823 680968

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 per hour	In accordance with the relevant legislation.

\* The actual cost incurred by the public authority