

Oulton Parish Council

Guide to Information Published Under the Model Publication Scheme

The following guidance is derived from the model Information Commissioner's Office (I.C.O.) Publication scheme, as adopted by Oulton Parish Council without modification.

It has been resolved by Oulton Parish Council to comply fully with the recommendations, which are based on best practice. Minor naming changes have been made to make the guidance pertinent to Oulton Parish Council specifically.

This guidance gives examples of the kinds of information the I.C.O. would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The I.C.O. would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

This guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information available from Oulton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council	Website Noticeboard Hardcopy from Clerk	Free Free 20p per A4 sheet
Contact details for Parish Clerk and Council members	Website Noticeboard Hardcopy from Clerk	Free Free 20p per A4 sheet
Location of main Council office and accessibility details	No office, Clerk works from home	N/A
Staffing structure	Clerk, the sole employee	N/A
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 financial year as a minimum		
Annual return form and report by auditor	Hardcopy from Clerk	20p per A4 sheet
Finalised budget	Hardcopy from Clerk	20p per A4 sheet
Precept	Hardcopy from Clerk	20p per A4 sheet
Financial Standing Orders and Regulations	Hardcopy from Clerk	20p per A4 sheet
Grants given and received	Hardcopy from Clerk	20p per A4 sheet
List of current contracts awarded and value of contract	Hardcopy from Clerk	20p per A4 sheet
Members' allowances and expenses	Hardcopy from Clerk	20p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from clerk	Free 20p per A4 sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy from clerk	Free 20p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Hardcopy from clerk	20p per A4 sheet
Responses to planning applications	Contained within minutes on website and on SNDC website	Free
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Hard copy from clerk	20p per A4 sheet
Delegated authority in respect of officers	N/A	
Code of Conduct	N/A	
Policy statements	Website	Free
	Hard copy from Clerk	20p per A4 sheet
	Website	Free
	Hardcopy from clerk	20p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Website	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy from clerk	20p per A4 sheet
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)	N/A	
Assets Register	Website	Free
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	Website and SNDC website	Free
Register of gifts and hospitality	N/A	
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website (Asset Reg)	Free
Bus shelters	Website (Asset Reg)	Free
Markets	N/A	
Public conveniences	N/A	
Services for which the council is entitled to recover a fee, together with those fees	N/A	

Additional Information This will provide the Council with the opportunity to publish information that is not itemised in the lists above		

Council contact details: **Wendy Murphy**
Email : oultonpc@gmail.com

SCHEDULE OF CHARGES

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

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 20p per A4 sheet (black & white)	Actual cost
	Photocopying @ 50p per A4 sheet (colour)	Actual cost
	Postage (Added to all Hard Copy Publications)	Actual cost of Royal Mail standard 2 nd class
	Complex request ^[1] requiring additional staff time	£25.00/hour. Fully over headed cost of staff

^[1] Complex requests are defined as requests for information that go beyond just making a document or standard information available. They require staff time to investigate and collate information to meet the requirements of the request.

Making A Request for Information

The Clerk to the Council, contact details as above, is responsible for maintaining the Parish Council's compliance with the Freedom of Information Act. Upon receiving a request, the Council will seek to respond to the request within 21 working days.

Records of all requests will be kept in accordance with I.C.O. guidance. The Council may refuse a request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

If this is the case, the Council will contact the requestor to inform them of this, citing one of these three reasons.