

## **POLICY AND PROCEDURE: MODEL PUBLICATION SCHEME**

**PURPOSE:** This model publication scheme has been prepared by the Information Commissioner and must be adopted by parish councils. It commits a parish council to make information available to the public as part of its normal business activities. Its purpose is to make the maximum amount of information readily available at minimum inconvenience and cost to the public

**SCOPE:** The policy/procedure covers information **where it is held** by the authority. It includes the following 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 services.
- **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 which is difficult to access for similar reasons.

**POLICY:** To make information available in compliance with the criteria set out by the Information Commissioner. These are set out in Annex 1.

## **PROCEDURE:**

### **Means of making information available**

- 1.1 The Melbourn Parish Council (MPC) website is the primary means of making information available. When important information is posted, attention will be drawn to it by the following means: Home page of the website, the council's Facebook page and the Parish Notice Boards.
- 1.2 Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, Melbourn Parish Council will indicate how the information can be obtained by other means and provide it by those means.
- 1.3 In exceptional circumstances, some information may only be available 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.
- 1.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where MPC is legally required to translate any information, it will do so.
- 1.5 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.

### **2. Written Requests**

- 2.1 Information held by MPC which 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.. The procedure is set out in 'Policy and procedure for the publication of information and the public's right to request information'.

### **3. Charges which may be made for information published under this scheme**

- 3.1 Material which is published and accessed on a website will be provided free of charge.
- 3.2 Charges made by MPC for routinely published material will be justified and transparent and kept to a minimum. If a charge is to be made, confirmation of

the payment due will be given before the information is provided and MPC may request payment prior to the provision of the information.

- 3.3 Charges may be made where they are legally authorised, are justified and are in accordance with a published scheme or schedule of fees which is readily available to the public (see Section 4 below).
- 3.4 Charges may be made for the actual costs incurred, including:
- Photocopying
  - Postage and packaging
  - The costs incurred directly as a result of viewing information
- 3.5 A charge will not normally be incurred for the staff time involved in dealing with the request. However, if a large volume of hard copy material is requested, consideration will be given to making a charge<sup>1</sup>
- 3.6 Charges may also be made for making datasets (or part of datasets) that are relevant copyright works available for re-use<sup>2</sup>.

## 4. Schedule of Charges

- 4.1 Photocopying will be charged at actual cost to the Parish Council, subject to a minimum of £1.
- 4.2 Postage will be charged at the standard rate for Royal Mail 2<sup>nd</sup> class.
- The following specific charges will be made: Standing orders £2.00



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 13 January 2025**

*Review Policy: Every 12 months*

<sup>1</sup> Calculated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2' published by the Information Commissioner's Office.

<sup>2</sup> 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.

## ANNEX 1

### CRITERIA FOR THE MODEL PUBLICATION SCHEME SET BY THE INFORMATION COMMISSIONER

The scheme commits a Parish Council to:

- 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.

## Information available from Melbourn Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). Current information only.		
Who's who on the Council and its Committees	Website or Hard Copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy	
Location of main Council office and accessibility details	Website or Hard Copy	
Staffing structure	Website or Hard Copy	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website or Hard Copy	

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Doc. No.: 4.07  
 Version: 3  
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Finalised budget	Website or Hard Copy	
Precept	Website or Hard Copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website or Hard Copy	
Grants given and received	Website or Hard Copy	
List of current contracts awarded and value of contract	Website or Hard Copy	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic plan and performance indicators (current and previous year as a minimum)	Website or Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website or Hard Copy	

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard Copy	
Agendas of meetings (as above)	Website or Hard Copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Website or Hard Copy	
Bye-laws	Hard Copy	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities). <i>Current information only</i>		
Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference	Website or Hard Copy	£2.00

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Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
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	Hard Copy	
Equality and diversity policy	Website or Hard Copy	
Health and safety policy	Website or Hard Copy	
Recruitment policies (including current vacancies)	Website or Hard Copy	
Policies and procedures for handling requests for information	Website or Hard Copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy	
Information security policy	Website or Hard Copy	
Records management policies (records retention, destruction and archive)	Website or Hard Copy	
Data protection policies	Website or Hard Copy	

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Schedule of charges (for the publication of information)	Website or Hard Copy	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<i>NB: some information may only be available by inspection</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy / List of Registers on Website	
Assets register	Website or Hard Copy	
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)		
Register of members' interests	Website or Hard Copy	
Register of gifts and hospitality	Hard Copy	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). <i>Current information only</i>	<i>NB: some information may only be available by inspection</i>	
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Hard Copy	

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Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hard Copy	
<p><b>Additional Information</b></p> <p>Some policies written for internal processes and procedures, are not be published on the website. However, copies may be requested from the Parish Office.</p>	Hard Copy	

**Contact details:**

Melbourn Parish Clerk  
 Melbourn Parish Council  
 Melbourn Community Hub

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Website: [www.melbournparishcouncil.gov.uk](http://www.melbournparishcouncil.gov.uk)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	Standing Orders - £2.00	Cost of photocopying
<b>Statutory fee</b>	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/324	£25 per hour up to a maximum of 18 hours