

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.

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.

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 ELSWICK 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, structures, locations and contacts) <u>Current information only.</u>		
1.1 Who's who on the Council and its Committees with names, contact details - telephone number and email address (where applicable)	a) Website b) Hard Copy – contact Clerk	Free £0.10p per sheet
1.2 Location of main council office and accessibility details	a) Website b) Hard Copy – contact Clerk c) Notice Boards	Free £0.10p per sheet
1.3.Staffing Structure	a) Hard Copy – Contact Clerk	£0.10p 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) <u>Current and previous financial year as a minimum</u>		
2.1 Annual Return form and report by Auditor	a) Hard Copy – Contact Clerk	£0.10p per sheet
2.2 Finalised Budget	a) Hard Copy – Contact Clerk	£0.10p per sheet
2.3 Precept	a) Website – Minutes of Precept Setting meeting b) Hard Copy – Contact Clerk	Free £0.10p per sheet
2.5 Financial Standing Orders and Regulations	a) Hard Copy – Contact Clerk	£0.10p per sheet
2.6 Grants Given and Received	a) Hard Copy – Contact Clerk	£0.10p per sheet
2.7 List of current contracts awarded and value of contract	a) Hard Copy – Contact Clerk	£0.10p per sheet
2.8 Members Allowance & Expenses	Please note that Elswick Parish Council <u>do not</u> currently pay any Members Allowances or Expenses,	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
3.1 Parish Plan	a) Website b) Hard copy – Contact Clerk	Free £0.10p per sheet
3.2 Annual Report to Parish or Community Meeting (current and previous year as a minimum)	a) Website – Minutes of Meeting b) Hard Copy – Contact Clerk	Free £0.10p per sheet
3.3 Quality Status	Elswick Parish Council not currently	

	working towards Quality Parish Status. A leaflet on what Quality Parish Status involves can be obtained from the Clerk.	
3.4 Local Charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
3.5 Inspection of Playgrounds	a) Hard copy – Contact Clerk	£0.10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
4.1 Timetable of Meetings (Council, any committee/sub-committee meetings and parish meetings)	a) Website – current year b) Hard Copy of current year/previous year – Contact Clerk c) List of Parish Council meetings displayed on Village Notice Boards	Free £0.10p per sheet
4.2 Agendas of meetings (As above)	a) Website b) Hard Copy of current or previous years – Contact Clerk c) Current Agenda displayed on Village Notice Boards	Free £0.10p per sheet
4.3 Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	a) Website b) Hard Copy of current or previous years – Contact Clerk c) Current approved Minutes displayed on Village Notice Boards	Free £0.10p per sheet
4.4 Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	a) Hard Copy – Contact Clerk (where applicable)	£0.10p per sheet
4.5 Responses to consultation papers	a) Hard Copy – Contact Clerk	£0.10p per sheet
4.6 Responses to planning applications	a) Hard Copy – Contact Clerk	£0.10p per sheet
4.7 Bye-Laws	a) Website b) Hard Copy – Contact Clerk	Free £0.10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
5.1 Policies and procedures for the conduct of council business: eg Procedural standing orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct, Policy Statements Best Practice Statements	For information about any policies/procedures that Elswick Parish Council has in place, please contact Clerk and where applicable copies will be provided.	£0.10p per sheet
5.2 Policies and procedures for the provision of services and about the employment of staff: eg Internal Policies relating to the delivery of services, Equality & Diversity policy	For information about any policies/procedures that Elswick Parish Council has in place, please	£0.10p per sheet

Health & 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), Information Security Policy, Records Management Policies (records retention, destruction and archive), Data Protection Policies, Schedule of Charges for the publication of information	contact Clerk and where applicable copies will be provided.	
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).	Copy of the electoral register is held (restrictions apply)	Visual Inspection free.
6.1 Assets Register	a) Hard Copy – Contact Clerk	£0.10p per sheet
6.2 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).	Not held by Elswick Parish Council.	
6.3 Register of Members' Interests	a) Hard Copy – Contact Clerk	£0.10p per sheet
6.4 Register of Gifts and Hospitality	a) Hard Copy – Contact Clerk (where applicable)	£0.10p 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	a) Website b) Hard copy – Contact Clerk	Free £0.10p per sheet
7.1 Allotments	Elswick Parish Council do not currently have any allotments	
7.2 Burial Grounds and closed churchyards	N/A	
7.3 Community Centres and Village Halls	a) Website – Hall Hire Contact Telephone Number b) Contact Clerk for information	Free
7.4 Parks, playing fields and recreational facilities	a) Website – Hire charges for bowling green/all weather pitch and application form for membership. Details on location of play area b) Contact Clerk for Information	Free
7.5 Seating, litter bins, clocks, memorials and lighting	Contact clerk for information	
7.6 Bus shelters	N/A	
7.7 Markets	Elswick Parish Council does not have responsibility for any markets.	
7.8 Public Conveniences	Elswick Parish Council does not have responsibility for any conveniences.	
7.9 Agency agreements	N/A	
7.10 A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Contact Clerk for information (where applicable)	
Additional Information This will provide Councils with the opportunity to publish information that is not		

itemized in the lists above.		
Newsletter - Elswickian	a) Website b) Hard Copy – distributed in Village	Free Free
North West In Bloom	a) Results and Information on website	Free
Public Transport Bulletins (Local)	Hard Copy – leaflets in Village Hall	Free

CONTACT DETAILS

All Copies of the above information can be obtained from:

Mrs K Coleman
 Clerk to Elswick Parish Council
 c/o Silverwood
 Cartford Lane
 Little Eccleston, Preston PR3 0YP
 Tel: 01995 671499

(NB some of the above information may only be available by viewing in person - this will be confirmed when requests for information are received)

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.10p per sheet (black and white)	Cost of copying
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other (where applicable)	An additional charge will be made for retrieval and collation of information. An estimate of the cost will be advised at the time of the request and this fee will be payable in advance. If the fee is not received within 3 months of issuing a fee notice the Council is no longer obliged to respond to the request. If the costs are lower than those specified in the notice, the excess amount will be refunded.	