

## MISTLEY PARISH COUNCIL

### **Mistley Parish Council has adopted the ICO Model Publication Scheme as follows:**

This Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice. This Publication Scheme commits the Parish Council 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls with the classifications below.
- To specify the information which is held by the Council 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 Council 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 Council that has been requested and any updated versions it holds, unless the Council 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 Council is not 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** – Organisations 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 format.
- 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 Council 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 the Council, 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, the Council 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 the Council 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 Council 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 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 of 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 the Council 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	(Website and hard copy)	Nil
Who's who on the Council and its Committees	(Website and hard copy)	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address - if used))	(Website and hard copy)	Nil
Location of main Council office and accessibility details	(Website and hard copy)	Nil
Staffing structure	(Email or hard copy upon request)	Nil
<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) Current and previous financial year as a minimum	(Website and hard copy) Accounts	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
Annual return form and report by auditor	(Website and hard copy)	Nil – Website

		10p per sheet + 2 <sup>nd</sup> class post
Finalised budget	(Website and hard copy)	Nil
Precept	(Website and hard copy)	Nil
Borrowing Approval letter	N/A	Nil
Standing Orders and Financial Regulations	(Website and hard copy)	Nil
Grants given and received	(Email and hard copy upon request)	Nil
List of current contracts awarded and value of contract	(Email and hard copy upon request)	Nil – email 10p per sheet + 2 <sup>nd</sup> class post
Members' allowances and expenses	(Email and hard copy upon request – only travelling etc)	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	(Website and hard copy)	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(Website and hard copy)	Nil
Quality status	N/A	Nil
Local charters drawn up in accordance with DCLG guidelines	N/A	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(Website and hard copy)	Nil
Agendas of meetings (as above)	(Website and hard copy)	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(Website and hard copy)	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(Website and hard copy)	Nil

Responses to consultation papers	(Via email or hard copy upon request)	Nil
Responses to planning applications	(Via Minutes – Website and hard copy. Also LPA Website)	Nil
Bye-laws	(Via email or hard copy upon request)	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Website and hard copy)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(Website and hard copy)	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
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 Equality and diversity policy Health and 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)	(Website and hard copy)	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
Information security policy	(Website and hard copy)	Nil
Records management policies (records retention, destruction and archive)	(Website and hard copy)	Nil
Data protection policies GDPR 2018	(Website and hard copy)	Nil
Schedule of charges (for the publication of information)	(Website and hard copy)	Nil

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(Website and hard copy)	Nil – Website 10p per sheet + 2 <sup>nd</sup> class post
Assets register	(Website and hard copy)	Nil
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)	(Website link to District Council Website. Hard copy upon request)	Nil
Register of members' interests		Nil
Register of gifts and hospitality		Nil
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	Nil
Burial grounds and closed churchyards	(Website and hard copy)	Nil
Community centres and village halls (The Pavilion)	(Website and hard copy) Some details by inspection only	Nil
Parks, playing fields and recreational facilities	(Website and hard copy)	Nil
Seating, litter bins, clocks, memorials and lighting	(Website and hard copy)	Nil
Bus shelters	(Website and hard copy)	Nil
Markets	N/A	Nil
Public conveniences	(Website and hard copy)	Nil
Agency agreements	N/A	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(Website and hard copy) Some details by inspection only	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(Website and hard copy)	Nil

**Contact details:**

Susan Clements  
Parish Clerk  
Mistley Parish Council  
29 Castle Road  
Hadleigh  
Suffolk, IP7 6JP  
Tel. 07982 507584. email: [clerk@mistleyparishcouncil.gov.uk](mailto:clerk@mistleyparishcouncil.gov.uk)

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

***Review Body: Parish Council Meeting.***

***Review Period: Annually each May. Adopted 20/05/2019. Last Reviewed 22.05.23. Next Review Date 20.05.24.***