

# **Model Publication Scheme**

## **HORSTED KEYNES PARISH COUNCIL**

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. This Parish Council adopted the Model Publication Scheme at its meeting held on 10<sup>th</sup> November 2020.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Our scheme for publishing information (either in print or on the web) commits us:

- 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.

In accordance with the provisions of the Freedom of Information Act 2000 (as amended) the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 2018.

The information contained in each class is available by inspection at the Council office which is open on Wednesdays between 10:00am and midday. Telephone 01825 792919. Any requests for information will be responded to within 20 days.

### **Class 1: Who we are and what we do**

Adopted 10<sup>th</sup> November 2020

- Who's who on the Council and it's Committees
- Location of main Council Offices and accessibility details
- Staffing structure

### **Class 2: What we spend and how we spend it**

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

### **Class 3: What our priorities are and how we are doing**

- Parish Plan
- Annual Report to Parish Meeting
- Local charters drawn up in accordance with DCLG guidelines

### **Class 4: How we make decisions**

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to council meetings
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

### **Class 5: Our policies and procedures**

- 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

- Policies and procedures for the provision of services and about the employment of staff:
  - Equality and diversity policy
  - Health and safety policy
  - Recruitment policy
  - 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 - see below)

### **Class 6: Lists and Registers**

- Assets register
- Disclosure log
- Register of members' interests
- Register of gifts and hospitality

### **Class 7: The services we offer**

- Allotments
- Community centres and village halls
- Parks, playing fields and recreation facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Public conveniences

### **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.

- All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies.

**Schedule of Charges:**

The disbursement and staff costs are set out in the Parish Council's Freedom of Information Notice.