

## **Model Publications**

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

## LYMINGE PARISH COUNCIL - Information available

Information to be published	How information can be obtained	Cost
<b>Who we are and what we do</b>		
Who's who on the Council	Website and Noticeboards	Free
Contact details for Parish Clerk and Council members	Website and Noticeboards	Free
Location of main Council office and accessibility details	Website and Noticeboards	Free
<b>What we spend and how we spend it</b>		
Annual return to and report by external auditor	Website and Clerk	Free
Annual budget and precept	Clerk	Free
List receipts and payments, VAT records, etc	Clerk	Free
Financial Standing Orders and Regulations	Website and Clerk	Free
Grants given and received	Clerk	Free
List of current contracts awarded and value of contract	Clerk	Free
<b>What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting	Clerk	Free
<b>How we make decisions</b>		
Timetable of PC meetings and Annual Parish Meeting	Website and Notice boards	Free
Agendas of PC meetings and Annual Parish Meeting	Notice boards and Web	Free
Minutes of meetings	Lyminge Notice board/Web	Free
Reports presented to meetings as above	Clerk	Free
Responses to consultation papers	Clerk	Free
Responses to planning applications	Web/Lyminge Notice board	Free

<b>Information to be published</b>	<b>How information can be obtained</b>	<b>Cost</b>
<b>Our policies and procedure</b>		
Policies and procedures for the conduct of council business: Standing orders; committee terms of reference; delegated authority to officers; Code of Conduct; and, any policy statements	Where these exist – hard copy from Clerk	Free
Policies and procedures for provision of services and employment of staff.	Where these exist – hard copy from Clerk	Free
Schedule of charges for the publication of information	Clerk	Free
<b>Lists and Registers</b>		
Assets Register	Clerk	Free
Risk Assessment Register	Clerk	Free
Register of members' interests	SDC Website	Free
Register of members' declaration of acceptance of office	Clerk	Free
Register of gifts and hospitality	Clerk	Free
<b>The services we offer</b>		
Allotments, playing field, open spaces, play equipment, bus shelters, village greens, salt bins and seats	Clerk	Free
<b>Additional Information</b>		
None		