

## Model Publication Scheme V1.0

### **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.

April 2008

## Information available from Stratfield Turgis Parish Meeting 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)	Available from the website  Hardcopies available	Free to view  See costs
Chairman of the Meeting	<a href="http://www.stratfieldturgis.org.uk/council/who_s_who.asp">http://www.stratfieldturgis.org.uk/council/who_s_who.asp</a>	
The Parish Trustees The Parish Trustees comprise the Chairman of the Parish Meeting and the proper officer of Basingstoke and Deane Borough Council. Normally the Leader of the Council		
Who's who on any committees	Not applicable (No committees)	
Contact details (named contacts where possible with telephone number and email address (if used))	<a href="http://www.stratfieldturgis.org.uk/council/who_s_who.asp">http://www.stratfieldturgis.org.uk/council/who_s_who.asp</a>	
Staff arrangements	Not applicable (no staff)	

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Precept	None	
Annual Return Form	<a href="http://www.stratfieldturgis.org.uk/council/parish_finance.asp">http://www.stratfieldturgis.org.uk/council/parish_finance.asp</a>	
Auditor's annual report	<a href="http://www.stratfieldturgis.org.uk/council/parish_finance.asp">http://www.stratfieldturgis.org.uk/council/parish_finance.asp</a>	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan	<Work in progress>	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p>		
Agendas of meetings (Parish Meeting and Committee Meetings)	<a href="http://www.stratfieldturgis.org.uk/council/agendas.asp">http://www.stratfieldturgis.org.uk/council/agendas.asp</a>	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.stratfieldturgis.org.uk/council/minutes.asp">http://www.stratfieldturgis.org.uk/council/minutes.asp</a>	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of business by the Parish Meeting:  Procedural standing orders Financial regulations	Work in progress	
Schedule of Charges (for publication of information)	See below	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Assets list held by the Parish Trustees	Hard copy only, available for inspection. Contact Chair.	
Register of Burials? Who keeps for all saints?	<Simon>	
<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	Available from the website  Hardcopies available	Free to view  See costs
Details of services provided by the Parish Meeting	<a href="http://www.stratfieldturgis.or">http://www.stratfieldturgis.or</a>	

	<a href="http://www.stratfieldturgis.org.uk/council/council_responsibilities.asp">g.uk/council/council_responsibilities.asp</a>	
Newsletters	<a href="http://www.stratfieldturgis.org.uk/village/news.asp">http://www.stratfieldturgis.org.uk/village/news.asp</a>	
Services for which the parish is entitled to recover a fee, together with those fees		
Lease of Cricket pavilion / ground?	TBC	
Cricketers Sign?	TBC	
<b>Additional Information</b> This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above	None	

**Contact:** Chair

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>	£25.00 per hour	In accordance with the relevant legislation (quote the actual statute required)
<b>Other</b>		

\* the actual cost incurred by the public authority

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