

Publication Scheme for Pluckley Parish Council

This model publication scheme has been prepared and approved by the Information Commissioner.

The model scheme will expire June 2012.

A publication scheme commits a public authority to make information readily available.

The scheme commits the Council to:

- Proactively publish information that is held and is covered by the definitions below.
- Proactively publish information in line with the statements contained within this scheme.
- Maintain and review the information covered by the scheme on a regular basis.

Classes of Information

1) Who we are and what we do.

Organisational information

2) What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure

3) What our priorities are and how we are doing.

Strategy and performance information

4) How we make decisions.

Information about our decision making processes

5) Our policies and procedures.

Written protocols for delivering our functions and responsibilities

6) Lists and Registers.

Information held in registers required by statute and other lists and registers relating to the functions of the authority

7) The Services we Offer.

Information about the services we offer

Gaining Access to proactively published information

The information will be easily identifiable and accessible (subject to opening times etc). The manner in which the information can be provided will be specified.

Wherever possible we will provide information through our website. Where information is only available in a non electronic form or when an individual does not wish to access electronically, an individual can contact the authority and ask for the information to be provided to them in an alternative, available format.

Some information may only be available to view in person at a Council's premises. In these circumstances an appointment to view the information will be arranged within a reasonable timescale. Where it is not reasonably possible for an individual to view the information in person, every effort will be made to find an alternative means of communicating the information.

In order to ensure maximum release some information may be omitted this will happen when a prohibition on release exists for material contained in the original information,

examples of which are personal data or commercially sensitive information. (*The omitted information may still be requested under the right of access*)

Information will generally be provided in English only. Where we are required under other statute to provide certain information in other languages, this information will be translated.

We also have obligations under the Disability and Discrimination Act to provide information in other formats. These guidelines will be adhered to when proactively providing information.

Charges which may be made for proactively published Information

Information which is published and accessed electronically will be provided free of charge. Any charges made for accessing and receiving information will be justified and transparent.

Charges may be made for;

Information subject to a charging regime approved by parliament;

Expenditure incurred such as the photocopying of non-electronic multiple copies;

Postage and packaging;

The viewing of information at an authority premises.

(commercial material)

The calculation of charges will be shown in our charging policy document.

If a charge is to be made, the individual will be informed of the charge and why it is to be incurred prior to the information being provided. Payment may be requested prior to release of the information.

Promotion of access

We will ensure citizens are aware of the information we make readily available and that they may request information which is not provided for in the scheme.

We will provide our complaints procedures for an individual who is dissatisfied with the service or quality of routinely published information.

Information available from Pluckley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>hard copy</p> <p>website</p>	<p>10p per sheet plus postage</p> <p>free</p>
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>hard copy</p> <p>website</p>	<p>10p per sheet plus postage</p> <p>free</p>
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letters		
Financial Standing Orders and 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	hard copy	10p per sheet plus

(Strategies and plans, performance indicators, audits, inspections and reviews)	website	postage free
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy website	postage free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy	10p per sheet plus postage
Current and previous council year as a minimum	website	free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - n.b this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws	n/a	n/a
Class 5 – Our policies and procedures	hard copy	10p per sheet plus

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	website	postage free
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: Internal 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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers	hard copy	10p per sheet plus

Currently maintained lists and registers only	website; (some information may only be available by inspection)	postage free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests		
Register of gifts and hospitality		
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	hard copy website; (some information may only be available by inspection)	10p per sheet plus postage free
Allotments	n/a	n/a
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details:**Mrs Jackie Grebby****Giles Farm****Pluckley****Ashford, Kent TN27 0SY****Telephone: 01233 840575****Email: clerk@pluckley.net****Website: www.pluckley.net*****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 A4 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

- the actual cost incurred by the public authority