



Information Commissioner's Office

Promoting public access to official information  
and protecting your personal information

## Model Publication Scheme

### Introduction from the Information Commissioner

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.

Coxhoe Parish Council      Model Publication Scheme  
**Coxhoe Parish Council Publication Scheme**



This publication scheme gives details of information available to the public. For further details, please contact the Parish Clerk on [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk) or 07988 283287, or at the address at the end of this document.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. This will be current information only.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Clerk, Council members and key Officers (named contacts where possible with telephone number and email address)	Website, Chronicle	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	Free
<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 Accounts in hard copy	Free Actual cost + 2 <sup>nd</sup> post
Annual return form and report by auditor	Website	Free

	Hard Copy	72p + 2 <sup>nd</sup> post
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> Any strategies and plans, annual action plan, performance indicators, audits, inspections and reviews, local charters drawn up in accordance with DCLG guidelines	Website Hard copy	Free Actual cost + 2 <sup>nd</sup> post
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report	Website, Chronicle	Free
Quality Status	Website	Free

<p><b>Class 4 – How we make decisions</b></p> <p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p> <p>Current and previous council year as a minimum</p>	Website	Free
<p>Agendas of meetings</p> <p>Current and previous council year as a minimum</p>	Website	Free
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p> <p>Current and previous council year as a minimum</p>	Website	Free
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p> <p>Current and previous council year as a minimum</p>	Hard Copy	Free
<p>Responses to consultation papers</p> <p>These may be included in reports and minutes</p>	Website	Free
<p>Responses to planning applications</p>	These are included in minutes and available on the Planning website.	Free

<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website Hard copy</p>	<p>Free Actual cost + 2<sup>nd</sup> class postage</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Website Website Website Website</p>	<p>Free Free Free Free Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website Website Website Website Website Website</p>	<p>Free Free Free Free Free Free</p>
<p>Information security policy</p>	<p>Website</p>	<p>Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p>	<p>Free</p>
<p>Data protection policies</p>	<p>Website</p>	<p>Free</p>

Schedule of charges (for the publication or receipt of information)	Website	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (and not breaching GDPR)  Some information may only be available by inspection	Website Hard copy	Free Actual cost + 2 <sup>nd</sup> post
Any publicly available register or list	N/A	
Assets Register	Website	Free
Disclosure log (good practice to indicate that the information has been provided in response to requests)	Hard copy	Actual cost + 2 <sup>nd</sup> post
Register of members’ interests	Website via Durham County Council link	Free
Register of gifts and hospitality	Hard copy	Actual cost + 2 <sup>nd</sup> post
<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. Some information may only be available by inspection	Website or Hard copy	Free Actual cost + 2 <sup>nd</sup> post



Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Seating, litter bins, clocks, memorials, lighting and any other services	Website	Free
Agency agreements if any	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment rent fees)	Website	Free

### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 1p per sheet (black & white)	Actual cost *
	Photocopying @ 3p 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 (actual statute will be followed)

\* the actual cost incurred by the public authority

### Contact Details for Coxhoe Parish Council:

Parish Clerk Coxhoe Village Hall Coxhoe Durham DH6 4DB	Telephone 0191 3773658 or 07988 283287 Email: <a href="mailto:clerk@coxhoeparishcouncil.gov.uk">clerk@coxhoeparishcouncil.gov.uk</a> Website: <a href="http://www.coxhoeparishcouncil.gov.uk">www.coxhoeparishcouncil.gov.uk</a>
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