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# 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**

### **CLASS 1 - Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **CLASS 2 - What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **CLASS 3 - What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **CLASS 4 - How we make decisions.**

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

### **CLASS 5 - Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **CLASS 6 - Lists and Registers.**

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

**CLASS 7 - The Services we offer.**

Advice and guidance, booklets and leaflets, transactions, media releases and 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 accordance with the 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 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 and the General Data Protection Regulation.

### Schedule of Information available from Cleobury Mortimer Town Council under the Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>CLASS 1 - Who we are and what do we do (organisational information, structures locations and contacts)</b>		
Who's who on the Council and its committees	Website Hard copy	Free 10p/sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address)	Website Newsletter Hard copy	Free Free 10p/sheet
<b>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)</b>		
Annual return form and report by auditor	Website Hard Copy	Free 10p/sheet
Finalised budget	Website Hard Copy	Free 10p/sheet
Precept	Website Hard Copy	Free 10p/sheet
Borrowing Approval Letter	n/a	
Financial Regulations	Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members allowances and expenses	Hard Copy	10p/sheet
<b>CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)</b>		
3-Year Business Plan	Website Hard copy	Free 10p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet
Quality Status	Hard Copy	10p/sheet
Local Charters drawn up in accordance with DCLG guidelines	n/a	
<b>CLASS 4 How we make decisions</b>		



<b>(decision making processes and records of decisions)</b>		
Timetable of meetings (council any committee, subcommittee meetings and parish meeting)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy, notice boards	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly provided as private to the meeting	Website Hard copy	Free 10p/sheet
Reports presented to council meetings nb this will exclude information that is properly provided as private to the meeting	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Hard Copy	10p/sheet
Byelaws	n/a	
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
Policies and procedures for the conduct of council business Procedural Standing Orders Committee and Subcommittee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Website Hard Copy	Free 10p/sheet
Policies and Procedures for the provision of services and about employment of staff Internal policies relating to the delivery of services Equality Policy Health and Safety Policy Policies and procedures for handling requests for information	Website Hard Copy	Free 10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p/sheet
Records management policy (records retention, destruction and archive)	n/a	
Data Protection policies	Website Hard Copy	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet
<b>CLASS 6 - Lists and Registers (Currently maintained lists and registers only)</b>		
Asset Register	Hard copy	10p/sheet

Disclosure Log (indicating information that has been provided in response to requests recommended as good practice but may not be held by councils)	Hard Copy	10p/sheet
Register of members interests	Website Hard copy	Free 10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet
<b>Class 7 - The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Allotments	n/a	
Burial Grounds and Closed Churchyard	Inspection	Free (by appointment)
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Inspection	Free (by appointment)
Seating, litter bins, memorials and lighting	Inspection	Free (by appointment)
Bus shelters	Inspection	Free (by appointment)
Markets	n/a	
Public Conveniences	Inspection	Free (by appointment)
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p/sheet

#### Contact Details

Matthew Sheehan, Town Clerk  
Cleobury Country Centre  
Love Lane  
Cleobury Mortimer  
Worcestershire  
DY14 8PE  
Tel 01299 271154

#### Schedule of Charges

Information can be inspected, by appointment at the Council Offices free of charge.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white Photocopying @25p per sheet colour	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class