



PUBLICATION SCHEME

The Publication Scheme was reviewed and approved by the Council at its meeting held on 28 November 2024. This scheme will be reviewed annually.

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PUBLICATION SCHEME

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PUBLICATION SCHEME

1. Introduction

This publication scheme is based on the model publication scheme version 1.2 that has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority i.e. Nazeing Parish Council, 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. 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, 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.

3. The method by which information published under this scheme will be made available.

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas. The website also holds policies & procedures and accounts information as published in the Annual Governance & Accountability Return.

For documents not available on the website, the Clerk should be contacted either via the facility on the website, by email, by telephone or in writing. Written requests should be made to:

The Parish Clerk, Nazeing Parish Council, The Leisure Centre, Bumbles Green, Nazeing, Essex, EN9 2SF.

Your request must include your name, address for correspondence, and a description of the information you require. The Council will respond within 20 working days of receipt of your written request and

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' section below).

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.

4. 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.

The Act only allows the Council to charge for answering Freedom of Information requests when estimated staff costs involved in locating and or compiling the information exceeds £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work. In the unlikely event that this happens, the Council will work with the enquirer to find a way of getting the cost down to an acceptable level by refining the request.

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 / printing
- postage and packaging
- the costs directly incurred as a result of viewing information

Please refer to the 'Schedule of charges' below for printing.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

5. 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.

6. Exemptions

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018, or commercially confidential information.

7. Further help

Contact the Parish Clerk (address as before) for further assistance accessing information from the Council under the Freedom of Information Act. Detailed guidance can be found on the website of the Information Commissioner.

8. Complaints

Complaints about the Council's response to a request can be made in writing to the Clerk at the address above. Should this not provide a satisfactory response, the complaint may be directed to the Information Commissioner at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 01625 545700

Email: mail@ico.gov.uk

9. Details of classes of information

Information to be published	How the information can be obtained	Cost for providing the information
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hardcopy	Free As below
Contact details for the Parish Staff and Council Members	Website Hardcopy	Free As below
Location of the Council Office and accessibility details	Website Hardcopy	Free As below
Staffing Structure	Website Hardcopy	Free As below
Class 2 - What we spend and how we spend it		
Annual Governance & Accountability Return (AGAR) and report from external auditor	Website Hardcopy	Free As below
Report from the internal auditor	Office Hardcopy	Free As below
Precept request	Office Hardcopy	Free As below
Members' allowances and / or expenses	Office Hardcopy	Free As below
Financial Regulations and Standing Orders	Website Hardcopy	Free As below
Grants given and received	Office Hardcopy	Free As below
List of current contracts and value of contract	Office Hardcopy	Free As below
Class 3 - What our priorities are and how we are doing		
Council Project List	Office Hardcopy	Free As below
Annual Report to Annual Parish meeting	Website Hardcopy	Free As below
Inspection reports	Office Hardcopy	Free As below
Class 4 - How we make decisions		
Timetable of meetings	Website Hardcopy	Free As below
Agendas for meetings	Website Hardcopy	Free As below
Minutes for meetings	Website Hardcopy	Free As below
Responses to planning applications	Website Hardcopy	Free As below
Responses to consultation papers	Website / Office Hardcopy	Free As below

Class 5 - Our policies and procedures		
Policies and procedures for the conduct of council business	Website Hardcopy	Free As below
Policies and procedures for the provision of services and about the employment of staff	Website Hardcopy	Free As below
Records management policies (records retention, destruction and archive)	Website Hardcopy	Free As below
Data protection policies (including GDPR)	Website Hardcopy	Free As below
Class 6 - Lists and registers		
Assets Register	Office Hardcopy	Free As below
Register of Members' interests	Website Hardcopy	Free As below
Register of gifts and hospitality	Office Hardcopy	Free As below
Class 7 - The services we offer		
Allotments	Website Hardcopy	Free As below
Buildings	Office Hardcopy	Free As below
Parks, playing fields and recreational facilities	Website Hardcopy	Free As below
Seating, litter bins and street lighting	Website/Office Hardcopy	Free As below
Bus shelters	Office Hardcopy	Free As below

10. Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	A4 Printing @ 10p per sheet	Actual printing cost
	Postage	Actual cost of standard 2nd class Royal Mail