

# Publication Scheme

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GREAT SHELFORD PARISH COUNCIL

Based on the Model Publication Scheme from The Information Commissioner's Office (ICO)  
ADOPTED: 20<sup>th</sup> October 2021

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <b>This will be current information only.</b> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>	Website	
Who's who on the Council and its Committees	Website / hard copy / email	Free / 10p per page / free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy / email	Free / 10p per page / free
Location of main Council office and accessibility details	Website / hard copy / email	Free / 10p per page / free
Staffing structure	Website / hard copy / email	Free / 10p per page / free
<b>Class 2 – What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Website / hard copy (6pgs) / email	Free / 10p per page / free
Finalised budget	Website / hard copy / email	Free / 10p per page / free
Precept	Website / hard copy / email	Free / 10p per page / free
Borrowing Approval letter	Hard copy / email	10p per page / free
Standing Orders and Financial Regulations	Website / hard copy / email	Free / 10p per page / free
Grants given and received	Hard copy / email	10p per page / free
List of current contracts awarded and value of contract	Hard copy / email	10p per page / free
Members' allowances and expenses	Hard copy / email	10p per page / free

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### **Class 3 – What our priorities are and how we are doing**

**(Strategies and plans, performance indicators, audits, inspections and reviews)**

**Current and previous year as a minimum**

Parish Plan (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Quality status (if applicable)	Hard copy / email	10p per page / free
Local charters drawn up in accordance with MCHLG guidelines	Hard copy / email	10p per page / free

### **Class 4 – How we make decisions**

**(Decision making processes and records of decisions)**

**Current and previous council year as a minimum**

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hard copy / email	Free / 10p per page / free
Agendas of meetings (as above)	Website / hard copy / email	Free / 10p per page / free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	Free / 10p per page / free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy / email	10p per page / free
Responses to consultation papers	Hard copy / email	10p per page / free
Responses to planning applications	SCDC website / hard copy / email	Free / 10p per page / free
Bye-laws	Hard copy / email	10p per page / free

### **Class 5 – Our policies and procedures**

**(Current written protocols, policies and procedures for delivering our services and responsibilities)**

**Current information only**

Policies and procedures for the conduct of council business:	Website / hard copy / email	Free / 10p per page / free
Procedural standing orders		
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		

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Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website / hard copy / email	Free / 10p per page / free
Internal instructions to staff and 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	Website / hard copy / email	Free / 10p per page / free
Records management policies (records retention, destruction and archive)	Website / hard copy / email	Free / 10p per page / free
Data protection policies	Website / hard copy / email	Free / 10p per page / free
Schedule of charges (for the publication of information)	Website / hard copy / email	Free / 10p per page / free

## Class 6 – Lists and Registers

### Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Some information may only be available by inspection (free)	
Assets register	Hard copy	10p per page
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)	Website / hard copy / email	Free / 10p per page / free
Register of members' interests	Not applicable (available from the Monitoring Officer at the District Council)	
Register of gifts and hospitality	Original documents held by South Cambridgeshire District Council. Link on GSPC website / hard copy	Free / 10p per page
	Original documents held by South Cambridgeshire District Council. Hard copy available on request	10p per page

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## 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

Some information may only be available by inspection (free)

Allotments	Website / hard copy / email	Free / 10p per page / free
Burial grounds and closed churchyards	Website / hard copy / email	Free / 10p per page / free
Community centres and village halls	Website / hard copy / email	Free / 10p per page / free
Parks, playing fields and recreational facilities	Website / hard copy / email	Free / 10p per page / free
Seating, litter bins, clocks, memorials and lighting	Website / hard copy / email	Free / 10p per page / free
Bus shelters	Website / hard copy / email	Free / 10p per page / free
Markets	Website / hard copy / email	Free / 10p per page / free
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy / email	10p per page / free

## Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

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## 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/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	£25 per hour up to a maximum of 18 hours	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244

\* the actual cost incurred by the public authority

## Contact Details

<b>The Clerk to Great Shelford Parish Council</b> (or the Chairman of Great Shelford Parish Council) c/o 3 Sheepwash Way Longstanton CB24 3GZ Tel: 01223 61 66 22 Email: <a href="mailto:clerk@greatshelfordparishcouncil.gov.uk">clerk@greatshelfordparishcouncil.gov.uk</a> Website: <a href="http://www.greatshelfordparishcouncil.gov.uk">www.greatshelfordparishcouncil.gov.uk</a>	<b>Information Commissioner's Office</b> Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 54 57 45 Website: <a href="http://www.ico.gov.uk">www.ico.gov.uk</a>
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Drafted by Libby White	September 2021	1.0
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