



## **MAYLAND PARISH COUNCIL**

### **Publication Scheme**

**Adopted 9<sup>th</sup> February 2016  
(Revised May 2018)**

Mayland Parish Council has adopted a publication scheme which has been prepared and approved by the Information Commissioner.

This publication scheme commits Mayland 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.

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 and
- to make this publication scheme available to the public.

## **Information available from Mayland Parish Council under its publication scheme**

The publication scheme covers the following 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 Parish Council is not expected to make available the following: -

- 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;
- information it does not hold;
- information which is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- information which is readily and publicly available from an external website, in which case a direct link to that information should be provided;
- information which is archived, out of date or otherwise inaccessible or
- information it would be impractical or resource-intensive to prepare the material for routine release.

## **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 the parish council, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, paper copies may be made available, or viewing of information may be arranged through the Clerk.

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 the council's 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.

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 Mayland Parish Council 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.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only.            N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	website	none
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	none
Location of main Council office and accessibility details	website	none
Staffing structure	contact clerk	none
<p><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</p>		
Annual return form and report by auditor	hard copy	10p/sheet
Finalised budget	hard copy	10p/sheet
Precept	hard copy	10p/sheet
Borrowing Approval letter	NOT CURRENTLY HELD	
Financial Standing Orders and Regulations	website	none
Grants given and received	contact clerk	none
List of current contracts awarded and value of contract	contact clerk	none
Members' allowances and expenses	contact clerk	none
<p><b>Class 3 – What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)            Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	website	none
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website	none
Quality status	NOT CURRENTLY HELD	
Local charters drawn up in accordance with DCLG guidelines	NOT CURRENTLY HELD	
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)            Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	none
Agendas of meetings (as above)	website	none

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	none
Reports presented to council meetings – N.B. this will exclude information that is properly regarded 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
Bye-laws	NOT CURRENTLY HELD	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers (<i>contained within the council's Financial Regulations</i>)</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>website</p> <p>website</p> <p>website</p> <p>website</p> <p>NOT CURRENTLY HELD</p>	<p>none</p> <p>none</p> <p>none</p> <p>none</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>NOT CURRENTLY HELD</p> <p>NOT CURRENTLY HELD</p> <p>NOT CURRENTLY HELD</p> <p>NOT CURRENTLY HELD</p> <p>website</p> <p>website</p>	<p>none</p> <p>none</p>
Information security policy ( <i>contained within Data Protection Policy</i> )	website	none
Records management policies (records retention, destruction and archive)	website	none
Data protection policies	website	none
Schedule of charges (for the publication of information)	website	none
<b>Class 6 – Lists and Registers</b> 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)	NOT CURRENTLY HELD	
Asset register	inspection	none
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)	NOT CURRENTLY HELD	

Register of members' interests	website	none
Register of gifts and hospitality	NOT CURRENTLY HELD	
<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		
Allotments	NOT CURRENTLY HELD	
Burial grounds and closed churchyards	NOT CURRENTLY HELD	
Community centres and village halls	contact clerk	none
Parks, playing fields and recreational facilities	contact clerk	none
Seating, litter bins and lighting	contact clerk	none
Clocks and memorials	NOT CURRENTLY HELD	
Bus shelters	NOT CURRENTLY HELD	
Markets	NOT CURRENTLY HELD	
Public conveniences	NOT CURRENTLY HELD	
Agency agreements	NOT CURRENTLY HELD	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	website	none

### Schedule of Charges: -

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE*
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Cost plus time
	Photocopying @ 10p per sheet (colour)	Cost plus time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority

### Contact details: -

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Clerk to the Parish  
Lawling Park Hall  
Katonian Avenue  
Mayland  
Essex  
CM3 6AD

tel: 01621 743551  
e-mail: [maylandpc@gmail.com](mailto:maylandpc@gmail.com)  
website: [www.maylandpc.org.uk](http://www.maylandpc.org.uk)