GREETHAM PARISH COUNCIL
D R A F T MODEL PUBLICATION SCHEME

Document Control

Title	Model Publication Scheme
Adopted By	Full Council
Adoption Date	14.10.2026
Review Date	October 2028
Next Review	Two years from adoption

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 Model 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 Model 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.

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.

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.

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.

Information available from Greetham Parish Council under the Model Publication Scheme.

Under the Model Publication Scheme Greetham Parish Council will make the following information available in order to meet its obligations, unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do 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 Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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 Current and previous financial year as a minimum	Website Hard copy	Free 20p per page + postage
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants received and given	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	N/A	
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	Website Website	Free Free
Parish Plan	Website	Free
Annual Report to Parish Meeting	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum	Website Hard copy	Free 20p per page + postage

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & Notice Board	Free
Agendas of meetings (as above)	Website & Notice Board	Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website & Notice Board	Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications (as written in council minutes)	Website	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	Website Hard copy	Free 20p per page + postage
<u>Policies and procedures for the conduct of council business:</u>		
Standing Orders and Financial Regulations	Website	Free
Code of Conduct	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	Website	Free
<u>Policies and procedures for the provision of services and about the employment of staff:</u> 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) Complaints procedures (including those covering requests for information and operating the Model Publication Scheme) Policies and procedures for handling requests for information	 Website Website Website Website Website	 Free Free Free Free Free
Information Privacy Policy GDPR	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained public lists and registers only	Website Hard copy. Some information may only be available by inspection	Free 20p per page + postage
Asset Register	Website Hard copy from Parish Clerk	Free 20p per page + postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Free
Register of members' interests	Website	Free

Register of gifts and hospitality	Hard copy from Parish Clerk	20p per page + postage
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	Website Hard copy. Some information may only be available by inspection	Free 20p per page + postage
Allotments	N/A	
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Clerk to Greetham Parish Council
Tel: 07737219793
Email – clerk@greethamparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost plus staff time
	Photocopying @ 28p per sheet (colour)	Actual cost plus staff time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		