



CROSSWAYS PARISH COUNCIL - PUBLICATION SCHEME

Information available from Crossways Parish Council under the model publication scheme

Last reviewed 26 October 2023

Reviewed annually.

The Freedom of Information Act 2000 requires public authorities to:

- 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 classification below.
- To specify the information which is held by the authority.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained in 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 fees charged for access to information is made proactively available.

- To make this publication scheme available to the public.
- 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 reuse 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 publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and Procedures
- List and registers
- The services we offer

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 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 impractical 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 is manner is specific, 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 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.

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	Hard copy and / or website	
Who's who on the Council and its Committees	Crossways Parish Council (CPC) website Hard copy	See costs schedule below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	CPC website hard copy	See costs schedule below
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)		
Annual return form and report by auditor	CPC website and hard copy	See costs schedule below
Finalised budget	CPC website and hard copy	See costs schedule below
Precept	CPC website and hard copy	See costs schedule below
Financial Standing Orders and Regulations	CPC website and hard copy	See costs schedule below
Grants given and received	Hard copy	See costs schedule below
Members' allowances and expenses	Hard copy	See costs schedule below

List of current contracts awarded and value of contract	Hard copy	See costs schedule below
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Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	See costs schedule below
Annual Report to Parish or Community Meeting	Website Hard copy – contact clerk	See costs schedule below
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

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, any committee/sub-committee meetings and parish meetings)	CPC website Parish Notice Boards	See costs schedule below
Agendas of meetings (as above)	CPC website Parish Notice Boards	See costs schedule below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	CPC website Hard copy	See costs schedule below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	CPC website Hard copy – contact clerk	See costs schedule below

Responses to consultation papers	Details – contact clerk	See costs schedule below
Responses to planning applications	Dorset Council website	N/A
Bye-laws	N/A	N/A

Information to be published	How the information can be obtained	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	CPC website and hard copy	See cost schedule below
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	CPC website and hard copy	See cost schedule below

Information security policy	CPC website and hard copy	See cost schedule below
Records management policies	CPC website and hard copy	See cost schedule below
Data protection policies	CPC website and hard copy	See cost schedule below
Schedule of charges (for the publication of information)	CPC website and hard copy	See cost schedule below

Information to be published	How the information can be obtained	Cost
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)	N/A	N/A
Assets Register	CPC website and hard copy	See cost schedule below
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)	N/A	N/A
Register of members' interests	Website and hard copy	See cost schedule below
Register of gifts and hospitality	N/A	N/A

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Details – contact Clerk	See cost schedule below
Burial grounds and closed churchyards	N/A	N/A

Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Details – contact clerk	See cost schedule below
Seating, litter bins, clocks, memorials and lighting	Asset register	See cost schedule below
Bus shelters	Asset register	See cost schedule below
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

Information to be published	How the information can be obtained	Cost
Additional Information As determined by the Council	N/A	N/A
Costs schedule Most of the information is available free of charge on the Crossways Parish Council website. Where the document is not available online it will be supplied upon request with the following charges applicable: <ul style="list-style-type: none"> • Photocopying (Black and White) – 20p per A4 sheet or (Colour) – 40p per A4 sheet • Postage – cost of Royal Mail standard 2nd class 		

Contact Details

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