

## **Laxfield Parish Council PUBLICATION SCHEME**

This publication scheme commits Laxfield 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 council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

### **Scope of the scheme**

The scheme commits Laxfield Parish Council:

1. 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.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. 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.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.

### **Classes of Information**

#### **1. Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2. 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.

#### **3. How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **4. Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

#### **5. Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### **6. The classes of information will not generally include:**

- a. 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.
- b. Information in draft form, unless by choice.
- c. 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.

### **Method of publishing**

The method by which information published under this scheme will be made available where it is within the capability of a public authority, information will be provided on the website or on the parish council noticeboard. In exceptional circumstances some information may be available only by contacting the clerk at [laxfieldparishclerk@gmail.com](mailto:laxfieldparishclerk@gmail.com)

### **Disability and Discrimination**

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**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

- a. 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.
- b. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging or the costs directly incurred as a result of viewing information
- c. 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.
- d. 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.

Signed



Karen Gregory  
Parish Clerk

Reviewed February 2023 and signed off at the Parish Council Meeting on 13 February 2023.  
To be reviewed again February 2024.