

COOKHAM PARISH COUNCIL

MODEL PUBLICATION SCHEME

December 2017

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

This Model Publication Scheme has been approved by the Information Commissioner and was adopted and issued by Cookham Parish Council on 5 December 2017

Cookham Parish Council is committed to make information available to the public and to:-

- Proactively publish or otherwise make available as a matter of routine, information held by the Parish Council and which falls within the classifications below.
- To specify the information held by the Parish Council and which 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 Parish Council 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 publication scheme available to the public.

Classes of Information (Freedom of Information Act 2000)

- **Who we are and what we do** – organisational information, locations and contacts, constitutional and legal governance. **Including the Council's constitution, structure and Councillor details.**
- **What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. **Including the Council's Financial Regulations, budget and annual statement of accounts.**
- **What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews.
- **How we made decisions** – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. **Including meeting arrangements, details of Committees, Working Groups, representatives on outside bodies.**
- **Our policies and procedures** – current written protocols for delivering our functions and responsibilities. **Including the Councils Standing Orders.**
- **Lists and Registers** – information held in registers required by law and other lists and registers relating to the functions of the authority. **Including asset lists.**
- **Services we offer** – advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. **Including allotments.**

Classes of Information not included

The disclosure of which is prevented by law or exempt under the Freedom of Information Act; 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.

Provision of Information

Members of the Public can view the information held by the Parish Council, available under this Publication Scheme, by accessing our website or by contacting the Clerk, either in writing or by telephone, to make an appointment to view documents in the Parish Office.

Charges may be made for actual disbursements incurred such as photocopying (15 pence per page); postage and packing etc. Charges may also be made for information provided under this Scheme where they are legally authorised, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule of schedules of fees which is readily available to the public. A minimum charge of £25 will be made for each and every separate enquiry.

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