

St Mellion Parish Council Publication Scheme

VERSION HISTORY

- *This document is based upon the Information Commissioner's Office Model Publication Scheme (version 1.1 20130901) as amended by Cornwall Council (28th July 2011).*
- *Re-assessed following updated Model Publication Scheme (Version 1.2 20151023) issued by ICO.*
- *This version was approved 16th May 2017.*
- *This document was reformatted and updated to include new policies on 23rd April 2024.*
- *The updated document was approved at the Annual Meeting on 14th May 2024.*

- 1. This publication scheme commits the 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 Parish Council.**
- 2. The scheme commits the Parish Council to observe the following.**
 - 2.1. Proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
 - 2.2. Specify the information which is held by the Parish Council and falls within the classifications below.
 - 2.3. Proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 2.4. Produce and publish the methods by which the specific information is made routinely available so that it can be identified easily and accessed by members of the public.
 - 2.5. Review and update on a regular basis (not less than annually) the information the Parish Council makes available under this scheme.
 - 2.6. Produce a schedule of any fees charged for access to information which is made proactively available (as detailed in point 5.).
 - 2.7. Make this publication scheme available to the public.
- 3. Classes of information**
 - 3.1. Who we are and what we do**
 - 3.1.1. Current organisational information, locations and contacts, constitutional and legal governance (i.e. standing orders) information is included in this class.
 - 3.2. What we spend and how we spend it**
 - 3.2.1. Council financial information about projected and actual income and expenditure, procurement, contracts and financial audit for the current year and previous two financial years.
 - 3.3. What our priorities are and how we are doing**
 - 3.3.1. Strategy and performance information, plans, assessments, inspections and reviews.
 - 3.4. How we make decisions**
 - 3.4.1. Decision making processes and records of decisions for the current year and previous three years. Timetables of Parish Council meetings, agendas and details of public consultations are included in this information.
 - 3.5. Our policies and procedures**
 - 3.5.1. Current written protocols that we follow when delivering our functions and responsibilities. This section includes our policies and procedures for providing our services and for the recruitment and employment of staff, our complaints procedure and our records management policy. There is a list of current policies and procedures that can be requested from the Clerk at the end of this document.
 - 3.6. Lists and registers**
 - 3.6.1. Current Information held in registers required by law and other lists and registers relating to the Parish Council's functions.

3.7. The services we offer

- 3.7.1. Current advice and guidance, booklets and leaflets, newsletters and media releases. A description of the services we offer.
- 3.7.2. In general, the classes of information will not include 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.

4. The method by which information published under this scheme will be made available

- 4.1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 4.2. Where it is within the capability of the Parish Council, 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, the Parish Council will indicate how information can be obtained by other means and provide it by those means.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.

5. Charges which may be made for information published under this scheme

- 5.1. 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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.
- 5.2. Material which is published and accessed on a website will be provided free of charge.
- 5.3. Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4. Charges may be made for actual disbursements incurred such as:
 - 5.4.1. photocopying.
 - 5.4.2. postage and packaging.
 - 5.4.3. the costs directly incurred as a result of viewing information.
- 5.5. Charges also may 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 the Parish Council) justified and are in accordance with the Information Commissioner Office's current charging guidelines.
- 5.6. 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.

6. Written requests

- 6.1. Information held by the 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 2000 and the Environmental Information Regulations 2004.
- 6.2. Requests in writing should be made to:
 - St Mellion Parish Council
 - Church Hall
 - St Mellion
 - Cornwall PL12 6RG
 - Or email the Parish Clerk at clerk@stmellion-pc.gov.uk

List of current policies and procedures (as at 23.04.2024)

Those marked with an asterisk (*) are published on the Documents page of the Parish Council's website.

1. Code of Conduct (approved 9.12.2014, current version adopted 18.05.2021) *
2. Chair's declaration of acceptance of office form
3. Councillor's declaration of acceptance of office form
4. Councillor's register of interests form (PROVIDED BY CORNWALL COUNCIL)
5. Registration of approval to receive meeting papers and other Parish Council documents by email.
6. Policy on criminal record checks for Parish Councillors (approved 12.1.2016)
7. Statement on Councillor interests and dispensations (approved 8.7.2013)
8. Councillor dispensation request form
9. Process for filling a casual vacancy (approved 13.12.2016)
10. Policy on travel and subsistence expenses for Parish Councillors (latest amendments approved 8.11.2016)
11. Standing Orders (latest version adopted 10.05.2024)
12. Financial Regulations (latest amendments approved 09.05.2023) *
13. Publication Scheme (amendments approved 16.5.2017) *
14. Media policy (approved 14.7.2015)
15. Copyright policy (approved 11.10.2016)
16. Guidelines for broadcasting or using social media at Parish Council meetings (approved 9.9.2014)
17. Policy on community groups using the Parish Council's projector (approved 12.4.2016)
18. a) Policy for managing planning applications (approved 8.9.2015) b) Policy for discussions with developers in planning pre-application stages (approved 14.2.2017) *
19. Volunteer Now's 'Risk Assessment and Volunteers - Information Sheet' dated March 2011 (recommendations approved on 11.11.2014 to form a policy for managing volunteers working under the Parish Council's direction).
20. Document Retention Policy (latest version approved 14.5.2019).
21. Code of Practice for Handling Complaints (adopted 9.3.2021). *
22. Dignity at Work Policy (adopted 9.3.2021). *
23. Civility & Respect Pledge Certificate (signed 14.05.2024). *
24. IT & Cyber Security Policy (adopted 14.05.2024) *