



STANSTED MOUNTFITCHET

PARISH COUNCIL

PUBLICATION SCHEME POLICY

Adopted by the Council on 31st October 2018

PUBLICATION SCHEME

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. This Parish Council adopted the Society of Local Council Clerks' Model Publication Scheme. We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Data Protection

Where we handle personal information about individuals we have a number of legal obligations to protect that information under the General Data Protection Regulations 2018. We are registered as a data handler with the Information Commissioners Office. (Registration Number Z7751466). All queries should be directed to the Clerk of the Council.

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.
- All commercially sensitive information eg quotations and tenders, loan documentation and insurance policies.

Our scheme for publishing information (either in print or on the web) commits us:

- 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 publication scheme available to the public

In accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the General Data Protection Regulations 2018.

The information contained in each class is available by inspection at the Council offices which are open week days between 10.00 am and 1.00 pm. Telephone 01279 813214. Email parishcouncil@stansted.net. Any requests for information will be responded to within 20 days.

Class 1: Who we are and what we do

- Who's who on the Council and it's Committees
- Location of Council Office and accessibility details
- Staffing details

Class 2: What we spend and how we spend it

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members expenses

Class 3: What our priorities are and how we are doing

- Parish Action Plan
- Annual Report to Parish Meeting

Class 4: How we make decisions

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to council meetings
- Responses to consultation papers
- Responses to planning applications

Class 5: Our policies and procedures

- Policies and procedures for the conduct of council business:
- Procedural standing orders
- Committee and sub-committee terms of reference Sept
- Delegated authority in respect of officers
- Code of Conduct
- Policy Statements
- Policies and procedures for the provision of services and about the employment of staff:
- Equality and diversity policy
- Health and safety policy
- Policies and procedures for handling requests for information
- Complaints procedures (including those covering requests for information and operating the publication scheme)
- Records management policies (records retention, destruction and archive)

Class 6: Lists and Registers

- Assets register
- Disclosure log
- Register of members' interests

Class 7: The services we offer

- Day Centre
- Parks, playing fields and recreation facilities
- Seating, litter bins, memorials and lighting
- Bus shelters
- Cemetery
- Data protection policies
- Youth Services

Schedule of Charges

A charge of 10p per page for any documents requested along with any actual postage costs.