

Title:	Publication Scheme
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Next Review:	Annually

OSPRINGE PARISH COUNCIL: PUBLICATION SCHEME

1. Introduction

The Freedom of Information Act 2000 requires every public authority, including parish councils, to adopt and maintain a publication scheme approved by the Information Commissioner.

Ospringe Parish Council has adopted the Model Publication Scheme produced by the Information Commissioner’s Office (ICO). This scheme commits the Council to making information routinely available to the public.

The scheme is designed to ensure:

- Greater openness and transparency in Council activities.
- Easier access to information held by the Council.
- Compliance with statutory requirements under FOIA, the Environmental Information Regulations 2004, and the UK GDPR/Data Protection Act 2018 (where applicable).

2. Scope

The Publication Scheme covers information routinely published by Ospringe Parish Council. It sets out:

- The classes of information we publish.
- How this information can be accessed.
- Any charges that may apply.

Information not listed in this scheme may still be requested in writing under the Freedom of Information Act or Environmental Information Regulations.

3. Classes of Information

The ICO’s Model Publication Scheme sets out seven classes of information. Ospringe Parish Council publishes information in line with these categories:

Class of Information	Examples of Information	Availability
Who we are and what we do	Councillor details, Clerk contact details, committee structure, meeting locations	Website, Clerk’s office

What we spend and how we spend it	Annual budget, precept, accounts, AGAR, grants, contracts, councillor expenses	Website, Clerk's office
What our priorities are and how we are doing	Annual Report, Parish/Neighbourhood Plan, Council Award Scheme (if applicable)	Website, Clerk's office
How we make decisions	Meeting timetable, agendas, minutes, planning responses, consultations	Website, noticeboards, Clerk's office
Our policies and procedures	Standing Orders, Financial Regulations, Code of Conduct, Data Protection, Complaints, Retention Policy, IT Policy, Retention Policy, Data Protection Policy	Website, Clerk's office
Lists and registers	Register of Interests, Asset Register, Gifts/Hospitality Register, burial/allotment records	Website (where appropriate), Clerk's office
The services we offer	Allotments, burial grounds, recreation facilities, bus shelters, noticeboards, events	Website, noticeboards, Clerk's office

4. How to Access Information

- Website: Core documents and information will be published on the Council's website.
- Social media: Fast-moving or transitory information such as parish news and road closure notifications will be published via official social media accounts.
- Inspection: Documents are available for inspection by appointment with the Parish Clerk.
- Copies: Hard copies can be provided on request. Reasonable charges may apply for photocopying, printing, or postage.

5. Charges

The Council may charge for:

- Photocopying/printing at 10p per sheet (black & white), 25p per sheet (colour).
- Postage at Royal Mail cost.
- Actual costs of electronic media (e.g. memory stick).
- Staff time over the statutory limit (£450 or 18 hours) under FOIA.

Charges will be notified in advance.

6. Exemptions

Some information may not be released if it is:

- Confidential or commercially sensitive.
- Personal data protected under the Data Protection Act 2018/UK GDPR.
- Otherwise exempt under FOIA or Environmental Information Regulations.

7. Contact Information

Requests for information, questions, or complaints should be directed to:

The Parish Clerk

Ospringe Parish Council

3 Chestnut Court

Boughton under Blean

Kent

ME13 9SJ

Email: clerk@ospringeparishcouncil.gov.uk

8. Review and Updates

The Publication Scheme will be reviewed annually by the Council to ensure compliance with the ICO Model Scheme and NALC guidance. Updates will be published on the Council's website.