



Publication Scheme

REVISION DATE

September 2020

REPLACES POLICY

November 2018

INTRODUCTION

The Freedom of Information Act 2000 (FOIA) deals with access to official documents and gives individuals or organisations the right to request information from any public authority. The Information Commissioner's Office has produced a Model Publication Scheme which sets out the classes of information which must be available to the public ([view ICO Model Publication Scheme](#)). There is no specific requirement as to how the information is to be available and, as Goostrey Parish Council has a website, the majority of the information is provided through this medium. The Information Commissioner's Office website offers further guidance on the Freedom of Information Act at <https://www.ico.gov.uk>

CLASSES OF INFORMATION

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance This will include names of Councillors, roles e.g. Chairman of the Council, Chairmen of committees of the Council; Council structure; staffing structure; locations and accessibility details and staff contact details. All available on the website, Council office, and on Cheshire East Web site and on the public notice boards in Goostrey

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit. Precept request and Budgets are on the website, income and expenditure (including grants given and received) available in the minutes. Financial Regulations are available on the web site and from the Parish Council office. Viewing the annual return is available by appointment at the office; details are posted on the public notice board during the period when electors are permitted to exercise their rights to view the annual return

3. What are priorities are and how we are doing

Strategies and plans, performance indicators, audits and inspections and reviews. These include the Annual report to the Annual Parish Meeting and policy statements issued by the Council and responses to consultation papers. These are available in the minutes which are published on the web site or by visiting the Parish Council office

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. Through the minutes and newsletter.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities. All available on website

6. Lists and Registers

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

Any information held by the Parish Council has specific guidelines from the local authority

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. Through the website and newsletter.

CHARGES

Further information or clarification can be sought by contacting the office on <mailto:parishcouncil@goostrey.info> or by phone 01477 535825 and leaving a message with contact details The table describes how charges have been arrived at:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost 2p
	Photocopying @ 15p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail 2nd Class

POLICY APPROVAL

Council Minute 09.20.13 LOCAL COUNCIL AWARDS SCHEME – Quality Award ITEM i

POLICY REVIEW DUE

October 2022