



Publication Scheme

The Information Commissioners Office (ICO) expects local councils to provide information under the model publication scheme. Information should be available unless:

- it does not hold the information.
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release. Further information and guidance are available: www.ico.gov.uk

Eynsham Parish Council have adapted the ICO template to cover the topics and items relevant to the council:

Information to be published	How the information can be obtained
Class1 – Who we are and what we do ((Organisational information, structures, locations and contacts)This will be current information only	
Who's who on the Council and its Committees	Contacting council officers Parish Council website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Printed material, by contacting council officers, Parish Council website
Location of main Council office and accessibility details	Printed material, by contacting council officers, Parish Council website
Staffing structure	From council office, by contacting council officers. Parish Council website

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	How the information can be obtained
Annual return form and report by auditor	From council office, by contacting council officers. Parish Council website
Finalised budget	From council office, by contacting council officers. Parish Council website
Precept	From council office, by contacting council officers. Parish Council website
Borrowing Approval letter	From council office, by contacting council officers. Parish Council website
Financial Standing Orders and Regulations	From council office, by contacting council officers. Parish Council website
Grants given and received	From council office, by contacting council officers. Parish Council website
List of current contracts awarded and value of contract	From council office, by contacting council officers. Parish Council website
Members' allowances and expenses	From council office, by contacting council officers. Parish Council website

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained
Strategic Plan or Neighbourhood Plan (current and previous year as a minimum)	From council office, by contacting council officers. Parish Council website
Annual Report to Parish Meeting (current and previous year as a minimum)	From council office, by contacting council officers, Parish Council website
Quality status	From council office, by contacting council officers. Parish Council website

Local charters drawn up in accordance with DCLG guidelines	Not Applicable
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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	How the information can be obtained
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From council office, by contacting council officers, Parish Council website
Agendas of meetings (as above)	From council office, by contacting council officers, Parish Council website
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	From council office, by contacting council officers, Parish Council website
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	From council office, by contacting council officers, Parish Council website
Responses to consultation papers	From council office, by contacting council officers, Parish Council website
Responses to planning applications	From council office, by contacting council officers, Parish Council website West Oxfordshire District Council website
Bye-laws	Not applicable

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers – <i>in standing orders</i> Code of Conduct Policy statements – <i>none at present</i>	From council office, by contacting council officers. Parish Council website
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Learning and Development Policy Health and safety policy IT policy Recruitment policies (including current vacancies) – <i>none at present</i> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	From council office, by contacting council officers. Parish Council website
GDPR policies and privacy notices	From council office, by contacting council officers. Parish Council website
From council office, by contacting council officers. Parish Council website	From council office, by contacting council officers. Parish Council website
Data protection policies	From council office, by contacting council officers. Parish Council website
Schedule of charges (for the publication of information)	From council office, by contacting council officers. Parish Council website

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable
Assets Register	From council office, by contacting council officers. Parish Council website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable
Register of members' interests	From council office, by contacting council officers. Parish Council website and WODC website
Register of gifts and hospitality	From council office, by contacting council officers.

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained
Allotments	From council office, by contacting council officers. Parish Council website, Eynsham Allotment Association
Burial grounds and closed churchyards	From council office, by contacting council officers. Parish Council website,
Community centres and village halls	From council office, by contacting council officers. Parish Council website,
Parks, playing fields and recreational facilities	From council office, by contacting council officers. Parish Council website,
Seating, litter bins, clocks, memorials and lighting	From council office, by contacting council officers. Parish Council website,
Bus shelters	From council office, by contacting council officers. Parish Council website,

Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	From council office
Local directories and visitor guides	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From council office, by contacting council officers. Parish Council website,
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	From council office, by contacting council officers. Parish Council website,

Contact details:

Michelle Legg Clerk to the Council, Eynsham Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire, OX29 4QW
epc.clerk@eynsham-pc.gov.uk www.eynsham-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority