



1. Introduction

The requirements of the Freedom of Information Act 2000 require Lawley and Overdale Parish Council, the Council, to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

It may be adopted without modification by any public authority without further approval and will be valid until further notice.

2. What is a Publication Scheme

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

The Information Commissioner's Office (ICO) has developed and approved a Model Publication Scheme (MPS) that became operational on 1st January 2009. This MPS commits the Council to publish the method by which specified information held by the Council will be made available.

3. Model Scheme

The Council's publication scheme defines information that it holds, and which is accessible to members of the public. The Council strives to be as open as possible with local government information and the work it does. The Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

4. What charges are there?

Where a member of the public is seeking to obtain a copy of information included in the Council's publication scheme, the Council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

5. Confidentiality Notice

The Council's policy is to be as open as possible and to supply the information requested, but the Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

6. Requests for Information

Requests for information should be made to:

Clerk to the Council: Jill Holland

Office: Leonard Smith House, Unit 2 West Centre Way, Lawley, Telford, TF3 5HT

Telephone: 01952 567280

Email: clerk@lawleyoverdale.org.uk

The request must include details of the applicant's address in the Parish and the information sought.

The Council will respond within 20 days of the request. If a fee is required, the Council can extend this period up to 3 months until the fee is paid.

7. Information available from Lawley & Overdale Parish Council under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts. Current information only		
List of Council Members and their responsibilities and list of Council Committees Details of any representatives on local public bodies	Hard copy, email and website	Free
Postal and email address Contact details for Parish Clerk and Council Members Where possible, provide named contacts, including contact telephone numbers and email addresses	Hard copy, email and website	Free
Location of Council office and accessibility details	Hard copy, email and website	Free
Staffing structure	Hard copy, email and website	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, contracts and financial audit Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy, email and website	Free
Finalised budget	Hard copy and email	Free
Precept	Hard copy and email	Free
Borrowing Approval letter		Free
All items of expenditure above £500	Hard copy, email and website	Free
Financial Standing Orders and Regulations	Hard copy, email and website	Free

Grants given and received	Hard copy, email and website	Free
List of current contracts awarded and value of contract	Hard copy, email and website	Free
Members allowance and expenses	Hard copy, email and website	Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators audits, inspections and reviews Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard copy, email and website	Free
Parish Strategic Plan	Hard copy, email and website	Free
Annual Report to Parish or Community meeting	Hard copy, email and website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy and email	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments, etc), as appropriate and relevant		Free
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, email and website	Free
Agenda of meetings (as above)	Hard copy, email and website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy, email and website	Free
Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting	Hard copy, email and website	Free
Responses to consultation papers	Hard copy and email	Free
Responses to planning applications	Hard copy and email	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedure for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of Council business: • Procedural Standing Orders • Committee and sub-committee Terms of Reference • Delegated authority in respect of Officers • Code of Conduct • Policy statements	Hard copy, email and website	Free
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	Hard copy, email and website	Free

• Health and Safety Policy • Recruitment policies (including current vacancies) • Policies and procedures for handling request for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies	Hard copy and website	Free
Include information security policies, records retention, destruction and archive policies, data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		Free
Assets Register, including detail of public land and building assets	Hard copy, email and website	Free
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy and email	Free
Register of Members Interests	Hard copy, email and website	Free
Register of gifts and hospitality	Hard copy and email	Free
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletter produced for the public and business		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centre and village halls	Hard copy, email and website	Free
Parks, playing fields and recreational facilities	N/A	
Seating, litterbins, clocks, memorials and lighting	Hard copy, email and website	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	

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 (charges as displayed in the Parish Council office)	Actual cost* 10p per A5 sheet or FREE
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Additional information	Other information not listed above	Where appropriate: £25 per hour

*the actual cost incurred

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