

## **Acol Parish Council**

### **Publication Scheme**

(Approved: 26.10.23 Review: 2025)

#### **The scheme commits our authority:**

- 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

#### **Classes of information**

##### **Who we are and what we do?**

- Office details and contact information
- Council members/staff
- Ward Councillor information

##### **What we spend and how we spend it.**

- Annual Returns
- Financial Regulations
- Grants and Donations
- Public Rights

**What our priorities are and how we are doing.**

Strategies and Plans  
Audits

**How we make decisions.**

Agendas  
Minutes  
Meeting Timetable

**Our policies and procedures.**

- Standing Orders
- Code of Conduct
- Statutory Powers
- Data Protection Policy
- Complaints Procedure
- General Data Protection Regulation Policy
- General Privacy Notice
- Privacy Notice Consent Form
- Document Retention and Disposal Policy
- Document Retention Policy Appendix
- Freedom of Information
- Staff Disciplinary Policy
- Staff Grievance Policy

**Lists and registers.**

Parish Councillor Declarations of Pecuniary Interest

**The services we offer.**

- Consultees for Planning Applications
- Events and initiatives for the local community

**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 carefully 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.

Sara Archer – Parish Clerk/RFO