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Bursledon Parish Council

Publication Scheme

Adopted by Full Council February 2025

Next Review Date February 2027

BURSLEDON PARISH COUNCIL PUBLICATION SCHEME

Policy Statement

The Freedom of Information Act 2000 requires Parish Councils to respond to requests for information and make certain information available to the public. To help fulfil this commitment, the Information Commissioners Office has approved this Model Publication Scheme for Councils to adopt.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

The scheme commits an 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where possible information will be provided on the Parish website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, a request can be made to view the information in person. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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 properly 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.

Information available from Bursledon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Who's who on the Council and its Committees List of councillor or member responsibilities and their register or declaration of interest	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address	Email request Website free to view Hard Copy from Parish office Noticeboards	Free Free Free 10p a copy
Location of main Council office and accessibility details	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Staffing structure	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
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) Quarterly: Expenditure Exceeding £500 Annually: Contracts and invitations to tender over £5,000 Any Procurement information Any cases of fraud	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
End of year accounts Annual governance statement Annual return form and 5 years of historical statements report Internal audit report by auditor	Email request Website free to view Hard Copy from Parish office Noticeboard	Free Free Free 10p a copy

Finalised budget	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Precept	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Financial Standing Orders and Regulations	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Grants given and received	Email request Website free to view Hard Copy from Parish office	Free 10p a copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Email request Website free to view Hard Copy from Parish office	Free 10p a copy
Parish Plan (current and previous year as a minimum)	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Annual Report to Parish	Email request Hard Copy from Parish office	Free 10p a copy
Class 4 – How we make decisions Parish business is discussed and decisions made at Public meetings.		
Timetable of meetings	Email request Website free to view Hard Copy from Parish office Noticeboard	Free Free Free
Agendas of meetings	Email request Website free to view Hard Copy from Parish office Noticeboard	Free Free Free
Minutes of meetings	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Reports presented to council meetings – excluding information that is properly private to the meeting.	Email request Hard Copy from Parish office	Free 10p a copy

Responses to planning applications	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Class 5 – Our policies and procedures for delivering our services and responsibilities	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Policies and procedures for the provision of services and about the employment of staff: Health & Safety Equality & Diversity Policies and procedures for handling requests for information Complaints procedures The publication scheme	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Data Protection Policy Information Security Policy	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Record Management Policy	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Schedule of charges for the publication of information	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy
Class 6 – Lists and Registers		
Assets register	Email request Website free to view Hard Copy from Parish office Hard Copy	Free Free 10p a copy
Register of members' interests	Email request Website free to view Hard Copy from Parish office	Free Free 10p a copy

Class 7 – The services we offer		
Allotments	Email request Website free to view Hard Copy from Parish office	
Parks, playing fields and recreational facilities	Website free to view	
Seating, litter bins	Website free to view	
Burial Services	Email request Website free to view Hard Copy from Parish office	Free Free Free

Requests for information may be refused if:

The information is not held already or required for business purposes

It is still in draft form

Has been archived and is difficult to access

Part of the document is exempt from disclosure

Requests are unreasonable or perceived to be vexatious

Where it has been decided not to publish information or to refuse a request this will be recorded by the Clerk, including the reasons for the decision.

Personal data will not be included if publishing it would contravene the Data Protection Act 2018.

A request to see information can be made to the Parish Clerk. Depending on the method in which the information is provided charges may apply and these are shown below. Information will be provided as promptly as is practicable.

Contact Details

Sue Hannen

Parish Clerk

Bursledon Parish Council

The Lowford Centre

Portsmouth Road,

Southampton SO31 8ES

TELEPHONE: 02380 407535

Clerk@bursledon-pc.gov.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual Cost
	Postage	cost of Royal Mail standard 2nd class