Publication Scheme

Approved by:	Full Council
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Introduction

Meriden Parish Council's Publication Scheme is based on the model publication scheme that has been prepared and approved by the Information Commissioner. The publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the 'classes of information' mentioned below, where this information is held by Meriden Parish Council. The scheme is a guide to the information that Meriden Parish Council routinely publishes. It is not a list of actual publications, but rather it is a description of the classes or types of information published.

Commitment

A Publication 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 Meriden Parish Council 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
Organisational information, locations and contacts, constitutional and legal governance:
- Who's who on the Council
- Contact details for the Parish Clerk and the Council members

What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts:
- Annual Return Form and the Auditor's Report
- Finalised budget
- Precept
- Financial Standing orders and Regulations
- Grants given and received
- Members allowances and expenses
- Details of all payments
- Contract amounts with suppliers

What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews:
- Neighbourhood Development Plan
- Chairs annual report to the Annual Parish Meeting

How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations:
- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to council meetings apart from those that contain items that the council deems to be private
- Responses to consultation papers
- Responses to planning applications

Our policies and procedures
Current written protocols for delivering our functions and responsibilities:
- Policies and procedures for the conduct of Council business
- Procedural standing orders
- Financial regulations
- Delegated authority in respect of Parish Clerk
- Code of Conduct for Councillors
- Equality and Diversity Policy
- Health and Safety Policy
- Complaints Procedure
- Data Protection Policy

Refer to Meriden Parish Council's website for the full list of policies.

Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority:
- Assets Register
- Register of Members' Interests

The services we offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered:

- Sports park with children's play areas, tennis courts, MUGA, exercise equipment
- Sports Pavilion
- Car park
- Village green
- Allotments
- Seating and bus shelters
- Christmas lights

Exclusions

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.

Inspection of Documents and Charges

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. 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 or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Material which is published and accessed on a website will be provided free of charge.

Material that has to be photocopied will be charged at 10 pence per sheet (25 pence for colour) and postage, if applicable, will be charged at the actual cost. Information that can be sent by email will be free.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details

Parish Clerk: Mrs J. McDougall

Address: Meriden Parish Council
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

Email: clerk@meridenparishcouncil.gov.uk

Telephone: 07767 162423

Website: www.meridenparishcouncil.gov.uk