CHILDSWICKHAM PARISH COUNCIL

Publication Scheme
Adopted 08/01/26

The Parish Council will:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- Specify the information which is held by the council or parish meeting and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- 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.
- Review and update on a regular basis the information the council or parish meeting makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is proactively available.
- Make the publication scheme available to the public.

Classes of information

The classes which are very broad in nature are set out below together with a brief summary of the kind of information which is likely to fall within the scope of the class.

The classes are:

1) Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.

2) What we spend and how we spend it
Financial information relating to projected and actual income expenditure, tendering, procurement and contracts.

3) What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.

4) How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5) Our policies and procedures
Current written protocols for delivering our functions and responsibilities.

6) List and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority.

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

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.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

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

The model scheme contains standard paragraphs setting out how the information can be accessed. The Parish Council has the following obligations:

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Information will be provided on that website.
- The Parish Council will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances an appointment to view the information must also be arranged within a reasonable timescale.
- To provide information in the language in which it is held or in such other language that is legally required. To also translate any information where the council or parish meeting is legally required to do so. This may be something which could impact on community councils in accordance with the provisions of the Welsh Language Act.
- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges may be made for Information published under the scheme. A list of currently available information is given on the attached schedule.

Changes to this policy

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.