

ICO PUBLICATION SCHEME

Stapleford Parish Council

Adopted: June 2025

Next review: June 2028

1. Introduction

Stapleford Parish Council has adopted the **Information Commissioner's Office (ICO) Model Publication Scheme** and is committed to openness and transparency.

The scheme sets out:

- What information the Council makes available to the public
- How that information can be accessed
- Whether a charge applies

The Council will publish information proactively or make it available on request, unless there is a lawful reason not to do so.

2. How to Access Information

Information is available:

- On the Council website (where applicable)
- By inspection at reasonable times by appointment
- By request to the Clerk

Contact details:

Clerk to the Council

staplefordpc@yahoo.com

Stapleford Village Hall, 68 High Road, Stapleford, SG14 3NW

3. Charges

Most information is available **free of charge**.

The Council may charge:

- Actual photocopying costs
- Actual postage costs

Charges will be advised in advance.

4. Information Covered by the Scheme

The following classes of information are available.

Class 1 – Who We Are and What We Do

| Information | Format |
|---|-----------------------|
| Parish Council name and contact details | Website / on request |
| Names of councillors | Website / on request |
| Roles and responsibilities | On request |
| Location of meetings | Website / noticeboard |

Class 2 – What We Spend and How We Spend It

| Information | Format |
|---------------------------|----------------------|
| Annual precept | Website / on request |
| Budget | On request |
| Annual accounts and audit | Website / on request |
| Payments to suppliers | On request |
| Grants awarded | On request |

Class 3 – What Our Priorities Are and How We Are Doing

| Information | Format |
|-------------------------|----------------------|
| Agendas and minutes | Website / on request |
| Annual return (AGAR) | Website / on request |
| Policies and procedures | On request |

Class 4 – How We Make Decisions

| Information | Format |
|------------------------------|---------------|
| Standing Orders | On request |
| Financial Regulations | On request |
| Committee terms of reference | On request |

Class 5 – Our Policies and Procedures

| Information | Format |
|-------------------------------|---------------|
| Data Protection Policy | On request |
| Freedom of Information policy | On request |
| Complaints procedure | On request |
| Risk management | On request |

Class 6 – Registers

| Information | Format |
|------------------------------------|----------------------|
| Register of councillors' interests | Website / on request |
| Asset register | On request |

5. Exempt Information

Some information may be withheld where it is exempt under the **Freedom of Information Act 2000** or other legislation, for example:

- Personal data
- Confidential or commercially sensitive information

Where information is withheld, the Council will explain why.

6. Review

This Publication Scheme will be reviewed **at least every three years** or sooner if legislation changes.