

Ickleton PC: Publication Scheme

Document name / title	Publication Scheme
Version number	V2.0
Status (draft, final)	Final
Distribution	Public
Author / owner	Clerk
Date of publication	September 2025
Document type (policy, standard, procedure, guide)	Guide
Security classification (confidential, internal, public)	Public

Introduction

This policy defines the information that Ickleton Parish Council ("Ickleton PC", "we") will make available to the public as part of its normal business activities.

What is our commitment?

As part of our statutory duties and for legal compliance we have adopted the guidance from the Information Commissions Office (the ICO) regarding the information that we will make available to the public under the ICO model publication scheme.

This is documented on the ICO website at the following location:

<https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/definition-documents/>

We would be in breach of the Freedom of Information Act 2000 (FOIA) if we did not adopt the model scheme and publish information in accordance with the model scheme.

What classes of information will we provide?

In addition to the guidance included in the model publication scheme document, the ICO have created a template to define what information Parish and Community Councils would be expected to produce and to publish as part of their normal business.

The information is classified as follows:

- Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.
- Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the council.
- The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

How do you access information?

This document provides a comprehensive and current list of all of the information that we make available. Information listed here can be obtained either from our website, by email or as hard copy.

The Ickleton Parish Council website is accessed at: <https://www.ickletonparishcouncil.org.uk/>

Requests for copy by email or for hardcopy should be made by email to: clerk@ickleton-pc.org.uk

What do we charge for access?

There is no charge for accessing information via our website.

Information requested to be disbursed by email will generally not incur a charge. However, we reserve the right to make a proportionate charge to cover administrative costs.

If information is required in hard copy we will make a small charge to cover our costs for doing so.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25 per hour up to a maximum of 5 hours	In accordance with the relevant legislation

Where a charge is made, confirmation of the payment due will be given and payment will be required before the information is provided.

* The actual cost incurred by the Parish Council.

Information available from Ickleton Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information that we currently hold. If we do not hold some of the information listed below we mark it as crossed out with a line through the text.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>Organisational information, structures, locations and contacts. Current information only.</i>		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	website / email / hard copy	free / free / 10p per page
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	website / email / hard copy	free / free / 10p per page
Location of main Council office and accessibility details		
Staffing structure	website / email / hard copy	free / free / 10p per page
Class 2 – What we spend and how we spend it		

<i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year.</i>		
Statement of accounts and internal audit report in the format included in the Annual Return form	website / email / hard copy	free / free / 10p per page
Finalised budget	website / email / hard copy	free / free / 10p per page
Precept	website / email / hard copy	free / free / 10p per page
Borrowing Approval letter		
All items of expenditure above £100		
Financial Standing Orders and Regulations	website / email / hard copy	free / free / 10p per page
Grants given and received	email / hard copy	free / 10p per page
List of current contracts awarded and value of contract	email / hard copy	free / 10p per page
Members' allowances and expenses	email / hard copy	free / 10p per page
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year.		
Annual governance statement in format included in the Annual Return form	website / email / hard copy	free / free / 10p per page
Parish Plan		
Annual Report to Parish or Community Meeting	website / email / hard copy	free / free / 10p per page
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions <i>Decision making processes and records of decisions. Current and previous council year as a minimum.</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website / email / hard copy	free / free / 10p per page
Agendas of meetings (as above)	website / email / hard copy	free / free / 10p per page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	website / email / hard copy	free / free / 10p per page
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	website / email / hard copy	free / free / 10p per page
Responses to consultation papers		
Responses to planning applications	Viewable on District Council websites	Free
Bye-laws		
Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</i>		
Policies and procedures for the conduct of Council business: - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers	website / email / hard copy	free / free / 10p per page

• Code of Conduct • Policy statements		
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	website / email / hard copy	free / free / 10p per page
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	website / email / hard copy	free / free / 10p per page
Class 6 – Lists and Registers <i>Currently maintained lists and registers only. Information legally required to hold in publicly available registers.</i>		
Assets register, including details of public land and building assets	website / email / hard copy	free / free / 10p per page
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	Viewable on South Cambs District Council website or by appointment with the Clerk.	

Register of gifts and hospitality		
Class 7 – The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.</i>		
Allotments		
Burial grounds and closed churchyards	website / email / hard copy	free / free / 10p per page
Community centres and village halls		
Parks, playing fields and recreational facilities	email / hard copy	free / 10p per page
Seating, litter bins, clocks, memorials and lighting	email / hard copy	free / 10p per page
Bus shelters	email / hard copy	free / 10p per page
Markets		
Public conveniences		
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	website / email / hard copy	free / free / 10p per page
Additional Information Information not itemised in the lists above		
None		

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
0.3	Review of earlier draft	22 Dec 2023	Emily Gittins
0.4	Migrate to new document template, charges table, access via email	21 Jan 2024	Steve Heaney
0.5	Incorporate inputs from Clerk and councillors	3 Mar 2024	Steve Heaney
1.0-draft	Candidate for publication	14 Mar 2024	Steve Heaney
1.0	Adopted	17 Apr 2024	Barbara Benn
1.0	Published	22 Apr 2024	Barbara Benn
2.0	Amend to reflect version 3.0 20211029 of the ICO template for Parish Councils.	1 st Sept 2025	Barbara Benn
2.0	Approved for publication September 2025 meeting	17 th Sep 2025	Barbara Benn