



*Longwick-cum-Ilmer
Parish Council*

LONGWICK-CUM-ILMER PARISH COUNCIL MODEL PUBLICATION SCHEME

1. Introduction

This Publication Scheme commits Longwick-cum-Ilmer Parish Council to make information available to the public as part of its normal business activities.

It is based on the Information Commissioner's Office (ICO) Model Publication Scheme, which all public authorities must adopt.

The Scheme sets out:

- what information the Council publishes or intends to publish
- how the information can be accessed
- whether any charges apply

The Council adopts the ICO Model Publication Scheme in full and without modification.

Most of the information covered by this Scheme is published on the Council's website at www.longwickcumilmer.org.uk

Some information may be withheld where it is exempt under the Freedom of Information Act 2000 or Data Protection legislation.

2. Commitment to the Model Publication Scheme

Longwick-cum-Ilmer Parish Council will:

- publish information in accordance with the ICO's seven classes of information
- ensure information is available on the Council's website where possible
- provide information in alternative formats on request
- regularly review and update the information it publishes
- charge only where permitted under the ICO guidance

3. Classes of Information

The ICO Model Publication Scheme requires public authorities to publish information under the following seven classes:

Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts.

Examples include:

- Council contact details
- Councillor names and responsibilities
- Committee structures
- Staffing information (Clerk/RFO)

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure.

Examples include:

- Annual budget
- Precept information
- Annual accounts
- Internal and external audit reports
- Grants awarded
- Contracts and tenders
- Councillor and staff allowances/expenses

Class 3 – How we make decisions

Decision-making processes and records of decisions.

Examples include:

- Timetable of meetings
- Agendas and minutes
- Reports considered at meetings
- Responses to planning applications

Class 4 – Policies and procedures

Current written protocols, policies and procedures.

Examples include:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Policy
- Data Protection and Privacy Notices
- Equality and Diversity Policy
- Publication Scheme
- Employment policies (where appropriate)

Class 5 – Lists and registers

Information held in registers required by law.

Examples include:

- Register of Members' Interests
- Asset Register
- Register of gifts and hospitality

Class 6 – The services we offer

Information about the services the Council provides.

Examples include:

- Allotments
- Parks, open spaces and play areas
- Bus shelters
- Grit bins
- Community events
- Public consultations

Class 7 – Additional information

Any other information the Council chooses to publish.

4. How to Access Information

Most information is available on the Council's website: www.longwickcumilmer.org.uk

Information not published online can be requested from the Parish Clerk: Email: clerk@longwickcumilmer.org.uk
Address: PO Box 247, Chinnor, OX9 0FH

The Council will provide information in alternative formats where it is reasonably practicable.

Further information about Freedom of Information requests is available on the Council's website: [Freedom of Information FOI Policy.pdf](#)

5. Charges

The Council may charge for photocopying, printing, postage or other costs permitted under the Freedom of Information Act Fees Regulations. Any charges will be advised before information is provided.

6. Review of the Publication Scheme

The Council will review this Publication Scheme annually to ensure it remains accurate and up to date.