Rivenhall Parish Council Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority to:

- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine.
- 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 authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Classes of Information

- Who we are and what we do
- Organisational information: locations and contact details, constitutional and legal governance.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures.

Classes of Information not generally available:

- 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.
- Information regarding contracts.
- Personal information will not be available due to GDPR legislation.

The Method by which Information Published under this Scheme will be made available:

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.

Information to be published	**How the information can be obtained**
Class 1 – Who we are and what we do: Organisational information, structures, locations and contacts. This will be current information only.	Website and Notice boards
Who's who on the Council and its committees	Website and Notice board
Contact details for Parish Clerk and Council Members	Telephone number and email address for Clerk, email addresses for Councillors, displayed on the website.
Location of Council Office and address.	Website and Notice boards.
Class 2 – What we spend and how we spend it – Finance reports	Website with agenda and minutes. Copies available if requested.
Annual Return form and report from Auditor	Website and copies available if requested.
Finalised Budget	Website and copies available if requested.
Precept Information	Website and copies available if requested.
Financial Regulations and Standing Orders	Website
Grants given and received	Found in financial reports and minutes. Copies available if requested.

List of current contracts awarded	Information available on request.
Members allowances and expenses	Found in financial reports and minutes.
Class 3 – Annual report to the community	Hard copy – available on request.
Class 4 – How we make decisions	Agendas and Minutes on the website
Timetable of meetings	Website and notice boards
Agendas	Website and notice boards
Minutes of meetings	Website and notice boards
Reports presented to council meetings	Website with agendas and minutes
Responses to consultation papers	Attached to minutes
Responses to planning applications	On BDC planning portal
Class 5 – Our policies and procedures	Website and copies available if requested.
Scale of charges	Archived documents and hard copies will be subject to a fee of £20 per hour pro-rata, plus postage & packing. Information available which is not archived and can be emailed, will be free of charge.
Class 6 – Asset Register	Website
Register of members' interests	Website through to BDC held information
Register of gifts and hospitality	Information found in minutes and financials
Class 7 – Services we offer	Current information only.
Bus shelters, litter bins, memorials.	Information on request.
Additional information.	Opportunity to publish information that is not itemised in the lists above.

Adopted by Council: October 2025

Review Policy: November 2028