



Choppington Parish Council – Publication Scheme (Updated 2026)

Compliant with the ICO Model Publication Scheme (Version 1.2, 2024)

Choppington Parish Council adopts the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to making information available proactively wherever possible.

This scheme sets out the classes of information we publish, how it can be accessed, and any associated costs.

1. Introduction

Under the Freedom of Information Act 2000, public authorities must adopt and maintain a publication scheme. The ICO's model scheme requires councils to publish information in the following classes:

- 1. Who we are and what we do.**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and registers**
- 7. The services we offer.**

This updated scheme reflects current holdings only, consistent with your uploaded document:

"This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held'."

2. Exempt items explained.

Under the Freedom of Information Act 2000, some information cannot be published because it is exempt. The ICO guidance explains that exemptions protect personal privacy, commercial confidentiality, and the effective conduct of public affairs. Where exempt items occur, the Council will record the existence of the item in minutes but will not disclose the content.

Common exempt items are as follows:

Type	FOI Section	Example
Personal Data	s.40	Staff disciplinary matters, medical information, personal contact details
Information Provided in Confidence	s.41	Legal advice from solicitors, confidential third-party documents
Commercial Interests	s.43	Tender prices, supplier quotations, contract negotiations
Information Intended for Future Publication	s.22	Draft reports or audit findings awaiting approval.
Effective Conduct of Public Affairs	s.36	Internal discussions where disclosure would inhibit free and frank debate.

3. Issuing Information and Timelines

Publication Scheme Information

Information listed in this scheme is published proactively and updated regularly. There is no statutory deadline, but the Council aims to publish approved minutes and reports within 30 days of the meeting.

FOI Requests for Unpublished Information

Stage	Action	Time Limit
Request received	Clock starts	20 working days
Acknowledge (good practice)	Within 2–3 working days	–
Fees Notice issued (if applicable)	Stops the clock until payment received	Within 20 days
Response issued	Provide information or refusal notice	Within 20 working days (excluding paused time)

Class 1 – Who we are and what we do.

Organisational information, structures, locations and contacts (current information only).

Information	How to Access	Cost
Council members, responsibilities, committees	Website – Governance	Nil
Representation on local public bodies	Website – Governance	Nil
Postal and email address	Website – Governance	Nil
Contact details for Clerk and Councillors	Website – Governance	Nil
Named contacts including phone numbers/email	Website – Governance	Nil
Location of main office & accessibility	Website – Home	Nil
Staffing structure	Website – Governance	Nil

Class 2 – What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, procurement, contracts and audit (current and previous financial year).

Information	How to Access	Cost
Annual accounts & internal audit report	Website – Governance	Nil
Finalised budget	Website – Minutes	Nil
Precept	Website – Minutes	Nil
Borrowing approval letter	Not applicable	–
Expenditure above £100	Website – Minutes	Nil
Financial Standing Orders & Regulations	Website – Governance	Nil
Grants given and received	Website – Minutes	Nil
Current contracts awarded & value	Website – Minutes	Nil
Members' allowances & expenses	Website – Governance	Nil

Class 3 – What our priorities are and how we are doing.

Strategies, plans, performance indicators, audits, inspections and reviews (current and previous year).

Information	How to Access	Cost
Annual Governance Statement	Website – Governance	Nil
Parish Plan	Not held	–
Annual Report to Parish Meeting	Website – Posts	Nil
Quality Status	Not held	–
Local Charters (DLUHC)	Not held	–
Impact Assessments (DPIA, H&S, Equality etc.)	Not held	–

Class 4 – How we make decisions.

Decision-making processes and records (current and previous council year).

Information	How to Access	Cost
Timetable of meetings	Website – Governance	Nil
Agendas	Website – Governance	Nil
Minutes (excluding exempt items)	Website – Governance	Nil
Reports to Council	Website – Minutes / Hard Copy	Nil / 5p per sheet + postage
Responses to consultation papers	Not held	–
Responses to planning applications	NCC Planning Portal / Hard Copy	Nil / 10p per sheet
Byelaws	Not held	–

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering services and responsibilities.

Information	How to Access	Cost
Standing Orders, Terms of Reference, Delegated Authority, Code of Conduct, Policy Statements	Website / Hard Copy	Nil / 5p per sheet + postage
Internal instructions to staff	Not held	–
Equality & Diversity Policy	Hard Copy	5p per sheet
Health & Safety Policy	Hard Copy	5p per sheet
Recruitment policies & vacancies	Hard Copy	5p per sheet
FOI & Publication Scheme procedures	Website	Nil
Complaints procedure	Hard Copy	5p per sheet

Records management, data protection and CCTV policies: Available via Website or Hard Copy (5p per sheet + postage).

Class 6 – Lists and Registers

Currently maintained lists and registers only.

Information	How to Access	Cost
Statutory public registers	Hard Copy	–
Assets Register (public land & buildings)	Website	Nil
FOI/EIR Disclosure Log	Not held	–
Register of Members' Interests	NCC Website	Nil
Register of Gifts & Hospitality	Hard Copy	–

Class 7 – The services we offer.

Information about services, facilities, leaflets, guidance and newsletters.

Information	How to Access	Cost
Allotments	Website	Nil
Burial grounds / closed churchyards	Not held	–
Community centres / village halls	Website	Nil
Parks, playing fields, recreation	Website	Nil
Seating, litter bins, memorials, lighting	Hard Copy	5p per sheet
Bus shelters	Hard Copy	5p per sheet
Markets	Not held	–
Public conveniences	Not held	–
Agency agreements	Not held	–
Fees for chargeable services (e.g., burials)	Hard Copy / On request	Standard fees

Charging and Invoicing

The Council may charge for disbursements such as photocopying, printing, and postage, as detailed in the Schedule of Charges:

Schedule of Charges

Type of Charge	Description	Basis
Disbursement	Photocopying @ 5p per sheet (B&W A4)	Actual cost of copying, paper & handling
Postage	Royal Mail 2nd Class	Actual cost
Statutory Fees	As required by legislation	Quoted statute

When an Invoice Is Raised

- **Fees Notice issued** – detailing the cost and pausing the statutory clock.
- **Invoice raised** – through the Council's financial system by the Clerk/RFO.
- **Payment received** – the clock resumes.

For any information not listed above, please contact:

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Parish Clerk

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Tel: 01670 858664

