

UFFORD PARISH COUNCIL

Publication Scheme and Guide to Information

Freedom of information and proactive publication

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Next review	September 2027, or sooner if legislation, guidance or Council arrangements change

1. Purpose

Ufford Parish Council (UPC) is committed to conducting its business openly and enabling residents to understand how decisions are made, how public money is used and what services the Council provides. UPC has adopted the Information Commissioner's model publication scheme without modification. This Guide identifies the information UPC routinely makes available, how it can be obtained and whether a charge applies.

The Guide covers information currently held by UPC. Where an item is not held or does not apply to UPC, this is stated. Information may also be withheld where disclosure is prohibited, exempt or would disclose confidential or personal information unlawfully.

2. How to obtain information

Information identified as available on the website can be accessed at www.uffordparishcouncil.org.uk. Information may also be requested from the Clerk by email at clerk@ufford-pc.gov.uk or by post to Ufford Parish Council, Ufford Village Hall, Main Street, Ufford, Stamford PE9 3BH.

UPC does not maintain a public office. Where inspection is appropriate, the Clerk will arrange a mutually convenient appointment. Reasonable assistance and accessible formats will be considered where required.

Requests for information not routinely published should normally be made in writing. Environmental information may also be requested verbally; the Clerk will assist the requester by recording the request clearly where necessary. Requests will be considered under the appropriate information-access legislation and the applicant will be told if UPC does not hold the information or if another authority is likely to hold it.

3. Charges

Information accessed on the website or supplied electronically is free. Inspection is free unless a statutory charging regime applies. Paper copies are charged at 10p per A4 black-and-white sheet; colour or non-standard copying and postage are charged at actual cost. Any charge will be explained and agreed before the information is supplied.

4. Review and updating

The Clerk will review this Guide at least annually and update it promptly when Council information, responsibilities or publication arrangements change. Website information will be checked during routine administration and after relevant Council decisions. Full Council will approve substantive changes to this scheme.

5. Guide to information

The following table lists the information UPC routinely publishes or makes available under the seven classes in the model publication scheme.

Information	How it can be obtained	Charge
Class 1 - Who we are and what we do		
Councillors, roles, committees and representatives on outside bodies	Website; email or paper copy on request	Electronic free; paper/postage at cost
Council and Clerk contact details and correspondence address	Website and noticeboard	Free
Office and accessibility details: UPC has no public office; inspection is by appointment with the Clerk	Website; contact the Clerk	Free
Staffing structure: one part-time Clerk and Responsible Financial Officer	Website; email or paper copy on request	Electronic free; paper/postage at cost
Class 2 - What we spend and how we spend it		
Annual Governance and Accountability Return, accounting statements, internal audit report, external auditor information and notices of public rights	Website; email or paper copy on request	Electronic free; paper/postage at cost
Approved annual budget and precept information	Website; email or paper copy on request	Electronic free; paper/postage at cost
Items of expenditure above £100 and other financial information required for smaller authorities	Website	Free
Financial Regulations, Standing Orders and relevant procurement information	Website; email or paper copy on request	Electronic free; paper/postage at cost
Grants awarded or received	Minutes, website and paper copy on request	Electronic free; paper/postage at cost
Current contracts and their values where held	Website or on request	Electronic free; paper/postage at cost
Councillor allowances and expenses where applicable	Website or on request; marked not held where none	Electronic free; paper/postage at cost
Borrowing approval	Not held unless borrowing is undertaken	Not applicable
Class 3 - What our priorities are and how we are doing		
Annual Governance Statement, Council objectives, action plans and progress information where adopted	Website; agendas, reports and minutes	Free electronically
Annual reports and reports presented to the Annual Parish Meeting	Website; email or paper copy on request	Electronic free; paper/postage at cost
Audits, inspections and reviews held by UPC	Website or on request, subject to lawful redaction	Electronic free; paper/postage at cost
Parish plan, quality status and local charters	Not currently held	Not applicable

Information	How it can be obtained	Charge
Data protection impact assessments and other formal impact assessments where completed	Website or on request, subject to lawful redaction	Electronic free; paper/postage at cost
Class 4 - How we make decisions		
Calendar and timetable of Council and parish meetings	Website and noticeboard	Free
Meeting agendas	Website and noticeboard	Free
Approved minutes and records of decisions	Website; inspection or paper copy on request	Electronic/inspection free; paper/postage at cost
Reports presented to Council, excluding properly confidential or exempt material	Website or on request	Electronic free; paper/postage at cost
Responses to consultations and planning applications	Minutes, website or on request	Electronic free; paper/postage at cost
Byelaws	Not currently held	Not applicable
Class 5 - Our policies and procedures		
Standing Orders, Financial Regulations, Code of Conduct and delegation arrangements	Website; email or paper copy on request	Electronic free; paper/postage at cost
Current governance, employment and service policies	Website; email or paper copy on request	Electronic free; paper/postage at cost
Publication Scheme, information request procedure and complaints procedure	Website; email or paper copy on request	Electronic free; paper/postage at cost
Data protection policy, privacy notices, retention arrangements and IT or information-security policies	Website; email or paper copy on request	Electronic free; paper/postage at cost
Details of current vacancies and recruitment information where applicable	Website or on request	Free electronically
Class 6 - Lists and registers		
Registers required by law and other lists held by UPC	Website, inspection or on request, subject to lawful restrictions	Electronic/inspection free; paper/postage at cost
Asset register, including Council-owned land and assets	Website; email or paper copy on request	Electronic free; paper/postage at cost
Disclosure log of information supplied in response to information requests	Website when entries exist; none recorded to date	Free
Register of councillors' interests	Peterborough City Council website, with a link from UPC's website	Free

Information	How it can be obtained	Charge
Register of gifts and hospitality where held	Website or on request, subject to lawful restrictions	Electronic free; paper/postage at cost
Class 7 - The services we offer		
Information about UPC-owned or supported assets and services, including the community defibrillator, litter bins, noticeboards, seating and wildlife boxes	Website, asset register or on request	Electronic free; paper/postage at cost
Grant opportunities and awards	Website, policy, agendas and minutes	Free electronically
Planning consultations, community notices and information about local issues	Website, noticeboard, agendas and minutes	Free
Information held about services or facilities managed by another body	Contact the Clerk; UPC will identify or signpost the responsible body where possible	Free electronically
Allotments, burial grounds, markets and public conveniences	Not owned or managed by UPC	Not applicable
Other information held by UPC which is not listed above	Contact the Clerk	Electronic free; paper/postage at cost

6. Schedule of charges

Type	Description	Charge
Electronic	Website access and information supplied by email	Free
Inspection	Inspection of information by prior appointment	Free
Copying	A4 black-and-white photocopying	10p per sheet
Copying	Colour, large-format or non-standard copying	Actual cost
Postage	Royal Mail postage and packaging	Actual cost
Statutory fee	Information subject to a separate statutory charging regime	Fee prescribed by that regime

If a charge applies, UPC will confirm the amount before supplying the information and may require payment in advance.