

Broadbridge Heath Parish Council - Publication Scheme

(Based on the ICO Model Publication Scheme)

1. Introduction

This publication scheme commits **Broadbridge Heath Parish Council** to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed below, where that information is held by the Council.

This scheme:

- Specifies the classes of information which we publish or intend to publish
- Indicates the manner in which the information will be published
- States what, if any, charge will be made for access to the information
- Commits the Council to regularly review and update the information it makes available

This scheme is based on the **model publication scheme approved by the Information Commissioner's Office (ICO)**.

2. Commitment to the Model Publication Scheme

Rusper Parish Council has adopted the ICO's model publication scheme and is committed to making information available in accordance with this scheme.

The purpose of the scheme is to ensure that certain information is routinely available, including:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Where possible, information will be published on the Council's website. Where this is not practical, the information can be inspected at the Council's offices or obtained as a paper copy.

3. Contact Details

All requests for information, or queries about the publication scheme, should be directed to:

Executive Officer
Broadbridge Heath Parish Council
Parish Office
Sargent Way
Broadbridge Heath
Horsham, RH12 3TS
Tel: 01403 900665
clerk@bbh-pc.gov.uk
www.bbh-pc.gov.uk

If you are not satisfied with the response, you may contact the **Information Commissioner's Office (ICO)**:

Website: www.ico.org.uk

4. Charges

Information published on our website is free to access.

Where information is requested in paper form, the following charges apply:

Item	Charge
Paper copies (per document)	£1.00 per copy
Postage and packaging	At cost (Royal Mail standard rates)

Payment must be received before documents are released.

5. Classes of Information

The Council will publish information under the following classes:

Class 1 – Who we are and what we do

- Council structure and responsibilities
- Names and contact details of councillors
- Contact details for the Executive Officer
- Office location and opening times
- Staffing structure (if applicable)

Class 2 – What we spend and how we spend it

- Annual budget and precept information
- Annual accounts and external auditor's report
- Financial Regulations
- Expenditure over £100
- Grants given and received

- Contracts awarded and procurement procedures
- Members' allowances and expenses (if applicable)

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

- Parish Plan / Neighbourhood Plan (if applicable)
- Annual Report to the Parish
- Action plans and progress reports
- Performance indicators (if applicable)

Class 4 – How we make decisions

- Timetable of meetings
- Agendas and reports (prior to meetings)
- Approved minutes of meetings (excluding confidential items)
- Responses to planning applications
- Public consultations and responses

Class 5 – Our policies and procedures

- Standing Orders
- Financial Regulations
- Code of Conduct
- Policies and procedures for service delivery
- Complaints procedure
- Freedom of Information and Data Protection policies
- Employment policies (summary only)
- Risk Management and Audit policies

Class 6 – Lists and registers

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality
- Disclosure Log (summary of FOI responses)
- Register of land and property owned by the Council

Class 7 – The services we offer

- Details of services provided (e.g. cemetery, allotments, community events)

- Leaflets and newsletters
- Information for the public (e.g. grants, events, local facilities)
- Advice and guidance provided by the Council
- Charging schedules (where applicable)

6. Accessing Information

Information can be accessed as follows:

- **Website:** www.bbh-pc.gov.uk
- **By email:** Contact the Executive Officer
- **By post:** Request in writing, enclosing payment where applicable
- **In person:** By appointment

If the information you seek is not routinely published, you may submit a **Freedom of Information (FOI) request**.

7. Exemptions

Certain information may not be available under this scheme if:

- It is not held by the Council
- It is exempt under the **Freedom of Information Act 2000** or **Data Protection legislation**
- Disclosure would be contrary to the public interest
- It contains personal or commercially sensitive data

In such cases, you will be informed of the reason.

8. Review and Maintenance

This publication scheme will be reviewed **annually** to ensure the information is up to date, accurate, and accessible. The **Executive Officer** is responsible for maintaining and updating the scheme.

9. Complaints

If you are dissatisfied with how your request has been handled, please contact the **Executive Officer**. If you remain dissatisfied, you may complain to the **Information Commissioner's Office**:

Information Commissioner's Office
 Wycliffe House, Water Lane
 Wilmslow, Cheshire, SK9 5AF
 Telephone: 0303 123 1113
 Website: www.ico.org.uk