

## **Publication scheme**

A publication scheme is a description of the information that a public authority routinely makes available.

### **What classes of information are available through the Publication Scheme?**

Public authorities must adopt the model publication scheme produced by the Information Commissioner's Office (ICO), in accordance with the Freedom of Information Act 2000. This enables consistency in the release of information across organisations and to make information available as part of its normal business activities.

The Council has adopted the ICO's model scheme. This is our legal commitment to routinely make available the kinds of information which the ICO requires us to.

The list below shows the information we regularly make available free online unless otherwise stated. Charges may apply where a printed copy is requested. The Schedule of Charges PDF can be found on our website.

Internet access is provided in our libraries, if you do not have access. The information can also be made available in large print, audiotape and may be translated on request.

The information obtained online by way of clicking on the links provided is free to download as you so wish. Where the information is not available online and needs to be requested by way of contacting a service or through the Freedom of Information / Environmental Information route then where any charges apply, these would be outlined as part of that process.

**There are specifically seven classes of information available and most information that a public authority holds falls into one of them.**

The categories are:

1. **Who we are and what we do**  
Organisational information, including Council structures, locations and contacts.
2. **What we spend and how we spend it**  
Financial information, including contracts, tenders, projected and actual income and expenditure, procurement and financial audit
3. **What our priorities are and how we are doing**  
Strategies and plans, performance indicators, audits, inspections and reviews
4. **How we make decisions**  
decision-making processes and records of decisions, such as Council or Committee meeting minutes
5. **Our policies and procedures**  
Current written protocols, policies and procedures for delivering our services and responsibilities, including the Council Constitution

**6. Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority, such as allotments, gifts and hospitality and councillor interests.

**7. Services provided by the Council**

Information about the services the Council provides, such as waste and recycling, planning and school admissions. This includes leaflets, guidance and newsletters.