



Eastfield Town Council

Publication Scheme Policy

Adopted: 12th May 2026

Minute reference: 0505.1

Review date: May 2027

Responsible officer: Clerk/RFO

1. Purpose

Eastfield Town Council is committed to openness, transparency and accountability. This policy sets out how the Council makes information routinely available to the public under the Freedom of Information Act 2000 and the Information Commissioner's Office model publication scheme.

The publication scheme helps residents, electors and other interested parties understand:

- who the Council is and what it does;
 - how decisions are made;
 - how public money is spent;
 - what policies, procedures and records are available;
 - how information can be requested.
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2. Scope

This policy applies to information held by Eastfield Town Council that falls within the classes of information in the Information Commissioner's Office model publication scheme.

It applies to information published:

- on the Council's website;
- on noticeboards where appropriate;
- by email or post on request;
- by inspection by prior arrangement.



This policy does not require the Council to publish information that is exempt from disclosure under legislation, contains personal data that cannot lawfully be disclosed, or is otherwise not suitable for publication.

3. The model publication scheme

Eastfield Town Council adopts the Information Commissioner's Office model publication scheme.

The Council will make information available under the following classes:

Class 1 — Who we are and what we do

Information about the Council's structure, role and responsibilities, including:

- councillor names and contact details;
- committee structure and membership;
- staff contact details where appropriate;
- the Council's responsibilities and functions;
- the Council's address and contact details.

Class 2 — What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit, including:

- annual budgets;
- precept information;
- annual accounts and audit documents;
- financial regulations;
- payments made by the Council;
- contracts and tenders, where appropriate;
- councillor allowances and expenses, if applicable.

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

Information about the Council's plans, aims and performance, including:

- council plans, strategies or objectives;



- annual reports, if produced;
- project updates;
- reports on delivery of Council priorities.

Class 4 — How we make decisions

Information about Council decision-making processes and records of decisions, including:

- meeting agendas;
- meeting minutes;
- committee reports, where appropriate;
- public consultation documents;
- responses to consultations, where appropriate.

Draft minutes will be clearly marked as draft until approved by the Council or relevant committee.

Class 5 — Our policies and procedures

Current written protocols, policies and procedures for delivering Council services and responsibilities, including:

- Standing Orders;
- Financial Regulations;
- Code of Conduct;
- complaints procedure;
- data protection policies;
- publication scheme policy;
- equality policy;
- health and safety policies;
- employment policies, where appropriate for publication.

Class 6 — Lists and registers

Information held in registers required by law or used by the Council in carrying out its functions, including:



- register of councillors' interests, or a link to the principal authority's published register;
- asset register;
- register of gifts and hospitality, where maintained;
- disclosure logs, where maintained.

Class 7 — The services we offer

Information about services, facilities and functions provided by the Council, including:

- allotments, open spaces, play areas or community facilities, where applicable;
- grants and community support;
- local events supported by the Council;
- cemetery, burial ground or memorial services, if applicable;
- street furniture, bins, benches or similar assets, where applicable.

4. How information will be made available

Where possible, information will be published on the Council's website.

Where information is not available online, it may be requested from the Clerk/RFO:

Clerk/RFO: Christine Parsons

Council: Eastfield Town Council

Email: clerk@eastfield-tc.gov.uk

Postal address: The Legacy centre, Ashmead Square, Eastfield YO11 3XJ

Website: eastfield-tc.gov.uk

The Council may provide information:

- by website link;
- by email;
- by printed copy;
- by inspection at an agreed time and place.

Requests for information under this scheme should describe the information being requested as clearly as possible.



5. Charges

Most information published online will be available free of charge.

The Council may charge for:

- photocopying;
- printing;
- postage;
- supplying information in a different format;
- other reasonable disbursement costs.

Any charge will be explained before the information is supplied. The Council will not normally charge for staff time unless legislation permits it.

6. Information not routinely published

The Council may refuse to publish or disclose information where an exemption or legal restriction applies. This may include information that:

- contains personal data;
- is commercially sensitive;
- is legally privileged;
- relates to confidential staffing matters;
- would prejudice effective conduct of public affairs;
- is otherwise exempt under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

Where information cannot be disclosed, the Council will explain the reason unless doing so would itself disclose exempt information.

7. Requests outside the publication scheme

If requested information is not available through this publication scheme, the request may be treated as a request under the Freedom of Information Act 2000 or, where environmental information is involved, the Environmental Information Regulations 2004.



The Council will respond to such requests in accordance with the relevant legislation.

8. Personal data

Requests by individuals for their own personal data will usually be handled as subject access requests under UK data protection legislation, rather than under this publication scheme.

The Council will not publish personal data unless there is a lawful basis for doing so.

9. Responsibilities

The Clerk/RFO is responsible for maintaining the publication scheme and ensuring that published information is kept under review.

Councillors and staff should assist the Clerk/RFO by ensuring that relevant information is provided for publication where appropriate.

The Council remains responsible for approving this policy and reviewing it periodically.

10. Review

This policy will be reviewed annually, or sooner if there are changes to legislation, Information Commissioner's Office guidance, Council procedures or the Council's website arrangements.

11. Approval

This Publication Scheme Policy was approved by Eastfield Town Council at a meeting held on:

Date: 12th May 2026

Minute reference: 0505.1

Signed: _____

Position: _____