

ICO Model Publication Scheme

Cross Roads Parish Council

Introduction:

In accordance with the statutory requirements set out in Section 19 of the Freedom of Information Act 2000, Cross Roads Parish Council has adopted the Information Commissioner's Model Publication Scheme. This scheme is designed to facilitate routine access to information held by public authorities, thereby promoting openness, transparency, and public awareness.

The Model Publication Scheme outlines categories of information—referred to as “classes”—that Cross Roads Parish Council is committed to making available without the need for a formal request. The scheme encompasses both mandatory core information and discretionary supplementary content, as deemed appropriate by Cross Roads Parish Council.

Information falling within these classes will be accessible through multiple channels, including:

- Physical inspection at the Parish Clerk's place of work
- Provision of hard copies upon request to the Parish Clerk
- Online publication via the Parish Council's official website, where applicable

The Council reserves the right to levy reasonable charges for the provision of hard copies. Photocopying fees shall be applied as follows:

- £0.30 per A4 page

Any other costs related to the supply of information will be communicated in advance of fulfilment.

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do	
(Organisational information, structures, locations and contacts)	
List of Council members and their responsibilities as well a list of Council Committees	Website (Your Councillors) For a Hardcopy, please contact the clerk
Details of any representation on local public bodies	
Postal and email address	Website (Contact Us) For a Hardcopy, please contact the clerk
Contact details for Parish Clerk and Council members	
Location of main Council office and accessibility details	Website (Contact Us) For a Hardcopy, please contact the clerk
Staffing structure	Not held

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it	
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website (Financial Reports) For a Hardcopy, please contact the clerk
Finalised budget	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk
Precept	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk
Borrowing Approval letter	Not held
All items of expenditure	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk
Standing Orders and Financial Regulations	Website (Documents) For a Hardcopy, please contact the clerk
Grants given and received	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk
List of current contracts awarded and value of contract	Website (Financial Reports) For a Hardcopy, please contact the clerk
Members' allowances and expenses	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk

Information to be published	How the information can be obtained
Class 3 - What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews (Current and previous year))	
Annual governance statement in format included in the Annual Return form	Website (Financial Reports) For a Hardcopy, please contact the clerk
Parish Plan	Not held
Annual Report to Parish or Community Meeting	Website (Agendas & Minutes) For a Hardcopy, please contact the clerk
Quality Status	Not held
Local charters drawn up in accordance with DLUHC's guidelines	Not held
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website (Documents) For a Hardcopy, please contact the clerk

Information to be published	How the information can be obtained
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website (Agendas) For a Hardcopy, please contact the clerk
Agendas of meetings	Website (Agendas) For a Hardcopy, please contact the clerk
Minutes of meetings (excludes material that is properly considered to be exempt from disclosure)	Website (Minutes) For a Hardcopy, please contact the clerk
Reports presented to council meetings (excludes material that is properly considered to be exempt from disclosure)	Website (Agendas) For a Hardcopy, please contact the clerk
Responses to consultation papers	Website (Minutes) For a Hardcopy, please contact the clerk
Responses to planning applications	Website (Minutes) For a Hardcopy, please contact the clerk
Bye - Laws	Not held

Information to be published	How the information can be obtained
Class 5 – Our Policies and Procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities – where applicable, several policies are being actioned)	
Policies and procedures for the conduct of Council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Relevant Policies	Website (Documents) For a Hardcopy, please contact the clerk
Policies and procedures for the provision of services and about the employment of staff: (where applicable, several policies are being actioned) Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website (Documents) For a Hardcopy, please contact the clerk
Records management, personal data and access to information policies (where applicable, several policies are being actioned) Information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage, if applicable) policies	Website (Documents) For a Hardcopy, please contact the clerk

Information to be published	How the information can be obtained
Class 6 – Lists and Registers	
(Currently maintained lists and registers only)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website (Documents) For a Hardcopy, please contact the clerk
Assets register, including details of public land and building asset	Website (Documents) For a Hardcopy, please contact the clerk
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Website (Documents) For a Hardcopy, please contact the clerk
Register of members' interests	Website (Councillors) For a Hardcopy, please contact the clerk
Register of gifts and hospitality	Website (Documents) For a Hardcopy, please contact the clerk

Information to be published	How the information can be obtained
Class 7 – The services We Offer	
(Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Allotments	Not held
Burial grounds and closed churchyards	Not held
Community centres and village halls	Not held
Parks, playing fields and recreational facilities	Not held
Seating, litter bins, clocks memorials and lighting	Not held
Bus Shelters	Not held
Markets	Not held
Public conveniences	Website (Documents) For a Hardcopy, please contact the clerk
Agency agreements	Not held
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Not held
Additional Information	
(Information not itemised in the lists above – added to when required)	

A detailed 'Guide to Information' is available on Cross Roads Parish Council's website and from the Parish Clerk, setting out what information is published, how it can be accessed, and any applicable charges.

This Publication Scheme should be read in conjunction with the Council's Freedom of Information Policy, Complaints Policy, and Standing Orders.

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