



## COLSTERWORTH AND DISTRICT PARISH COUNCIL

### PUBLICATION SCHEME

#### 1. Introduction

The Freedom of Information Act 2000 (FOIA) deals with access to official documents and gives individuals or organisations the right to request information from any public authority.

The Information Commissioner's Office has produced a Model Publication Scheme which has been adopted in full by Colsterworth & District Parish Council in November 2008. The scheme sets out the classes of information which must be available to the public. The Model Publication Scheme can be viewed on the website. There is no specific requirement as to how the information is to be available and the majority of the information is provided through the Council's website at [Colsterworth.com](http://Colsterworth.com)

The Council also has a separate Freedom of Information Policy which outlines the procedure for access requests. The Information Commissioner's Office website offers further guidance on the Freedom of Information Act [www.ico.gov.uk](http://www.ico.gov.uk).

#### 2. Classes of Information available from Colsterworth & District Council under the model Publication Scheme.

##### Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Who's who on the Council and its Committees	Web site	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site	Free
Location of Council amenities and accessibility details	Parish Clerk	Free
Staffing structure	Parish Clerk	At cost

##### 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). Current and previous financial year as a minimum available

Annual return form and report by auditor	Parish Clerk	At cost
Finalised budget	Parish Clerk	At cost
Precept	Parish Clerk	At cost
Financial Standing Orders and Regulations	Web site	Free
Grants given and received	Parish Clerk	At cost
List of current contracts awarded and value of contract	Parish Clerk	At cost
Members' allowances and expenses	Parish Clerk	At cost

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	Web site	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk	At Cost
Quality status	None	

#### **Class 4 – How we make decisions**

(Decision making processes and records of decisions). Current and previous council year as a minimum

Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Web site	Free
Agendas of meetings (as above)	Web site	Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Web site	Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Web site	Free
Responses to consultation papers	Web site	Free
Responses to planning applications	Web site	Free

#### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Web site	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Web site	Free
Information security policy/General Data Protection	Web site	Free
Records management policies (records retention, destruction and archive)	Website	Free

#### **Class 6 – Lists and Registers**

Currently maintained lists and registers only (some information may only be available by inspection)

Assets Register	Parish Clerk	Cost
Register of members' interests	Parish Clerk	Cost
Register of gifts and hospitality	Parish Clerk	Cost

#### **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only hard copy or website; some information may only be available by inspection

Allotments	Web site	Free
Burial grounds and closed churchyards	Web site	Free
Community centres and village halls	Web site	Free
Parks, playing fields and recreational facilities	Web site	Free
Seating, litter bins, clocks, memorials and lighting	Web site	Free
Bus shelters	Web site	Free

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, allotment rents, Trusteeship)	Web site	Free
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<b>Additional Information</b> This will provide the Council with the opportunity to publish information that is not itemised in the lists above	Web site	Free
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### 3. Schedule of Charges

Further information or clarification can be sought by contacting the Parish Clerk:

Email:

Tel: 01476 861888

Address:

The table describes how charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost and labour
	Photocopying @£1.30p per sheet (colour)	Actual cost and labour
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

#### Document Control and Policy Review:

Adopted at Colsterworth and District Parish Council Meeting:	Date:
Chairman:	John Walden
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-PublicationScheme-Sept2018- V1
Policy Review Date	September 2019