



## 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 [www.colsterworthanddistpc.co.uk](http://www.colsterworthanddistpc.co.uk)

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)

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

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|--|----------|------|
| <b>Class 4 – How we make decisions</b><br>(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 |

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|---|----------|------|
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>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 |

|  |              |      |
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| <b>Class 6 – Lists and Registers</b><br>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 |

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|---|----------|------|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>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><br>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: [clerk@colsterworthanddistpc.co.uk](mailto:clerk@colsterworthanddistpc.co.uk)

Tel: 01476 861888

Address: 42 Bourne Road, Colsterworth, NG33 5JE

The table describes how charges have been arrived at:

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | 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 |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation              |

#### Document Control and Policy Review:

|  |                                      |
|--|--------------------------------------|
| Adopted at Colsterworth and District Parish Council Meeting: | Date: 3 <sup>rd</sup> September 2019 |
| Chairman:  | Caroline Hainsworth                  |
| Responsible Officer/Clerk                                    | Sue Grant                            |
| Document Control: Version                                    | CAD-PublicationScheme-Sept.2019      |
| Policy Review Date   | September 2020                       |
| 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                       |