

NETTLEHAM PARISH COUNCIL

PUBLICATION SCHEME

The Freedom of Information Act 2000 requires all public authorities, including Nettleham Parish Council, to adopt and maintain a Publication Scheme.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

NETTLEHAM PARISH COUNCIL

PUBLICATION SCHEME (Adopted 24 May 2016 – reviewed May 2018)

Information available from Nettleham Parish Council under the model Publication Scheme

The Freedom of Information Act 2000 requires all public authorities, including Nettleham Parish Council, to adopt and maintain a Publication Scheme. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Available on the website Hard Copy from Parish Office	Free 10p/page
Contact details for Parish Clerk and Council Members	Available on the website Hard Copy from Parish Office	Free 10p/page
Location of main Council office and accessibility details	Available on the website Hard Copy from Parish Office	Free 10p/page
Class 2 – What we spend and how we spend it		
Current and previous financial year	Available on the website Hard Copy from Parish Office	Free 10p/page
Annual return form and report by auditor	Available on the website Hard Copy from Parish Office	Free 10p/page
Finalised Budget	Available on the website Hard Copy from Parish Office	Free 10p/page
Precept	Available on the website Hard Copy from Parish Office	Free 10p/page
Financial Standing Orders and Regulations	Available on the website Hard Copy from Parish Office	Free 10p/page
Grants given and received	Hard Copy	10p/page
Borrowing Approval Letter	Hard Copy	10p/page
List of current contracts awarded and value of contract	Hard Copy	10p/page
Members allowances and expenses	Hard Copy	10p/page

Class 3 – What our priorities are and how we are doing		
Parish Plan (current)	Available on the website Hard Copy from Parish Office	Free 10p/page
Annual Report to Parish (current and previous year as a minimum)	Available on the website Hard Copy from Parish Office	Free 10p/page
Local Council Aware Scheme	Currently not application	
Local charters drawn up in accordance with DCLG guidelines	Currently not application	
Class 4 – How we make decisions		
Timetable of meetings (Council, committee meetings and parish meetings)	Available on the website Hard Copy from Parish Office	Free 10p/page
Agendas of meetings (as above)	Noticeboards/Available on the website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Available on the website Hard Copy from Parish Office	Free 10p/page
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	Included in minutes of meetings	
Responses to consultation papers	Hard copy/Included in minutes of meetings	10p/page
Responses to planning applications	Hard copy/Included in minutes of meetings	10p/page
Bye-laws	Hard copy	10p/page
Class 5 – Our policies and procedures		
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 Policy Statements	Hard copy Available on the website	10p/page Free
Policies and procedures for the provision of services and about the employment of staff:- Internal policies relating to the delivery of services Equality and diversity policy Health & safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard copy Some area available on the website	10p/page Free

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard Copy	10p/page
Records management policies (records retention, destruction and archive)	Hard Copy	10p/page
Data Protection policies	Hard Copy	10p/page
Schedule of charges (for the publication of information)	Hard Copy Available on Website	10p/page Free
Class 6 – Lists and Registers (currently maintained lists and registers only)		
Any publicly available register or list	Available for inspection	Free
Assets Register	Hard Copy	10p/page
Register of members' interests	WLDC & PC website Hard Copy	Free 10p/page
Register of gifts and hospitality	Hard Copy	10p/page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	10p/page
Class 7 – The services we offer (current information only)		
Allotments	Hard Copy	10p/page
Burial grounds and closed churchyards	Hard Copy	10p/page
Community centres and village halls	Hard Copy	10p/page
Parks, playing fields and recreational facilities	Hard Copy Available on Website	10p/page Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/page
Bus Shelters	Hard Copy	10p/page
Markets	Not applicable	
Public Conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recovered a fee, together with those fees (e.g. burial fees)	Online Hard copy	Free 10p/page

Contact Details: Parish Clerk, The Parish Office, Scothern Road, Nettleham LN2 2TU. Tel: 01522 750011
Email: parishcouncil@nettleham-pc.gov.uk Website: www.nettleham-pc.gov.uk

SCHEDULE OF CHARGES

A charge will be made for provision of hard copies of any of the listed information as follows:-

Staff services, pro rata at £10.00 per hour

Photocopying @ 10p per A4 sheet (black & white)

Photocopying @ 15p per A4 sheet (colour)

Photocopying @ 15p per A3 sheet (black & white)

Photocopying @ 20p per A3 sheet (colour)

Postage charges (if applicable) at current 2nd class postage rates.

Information may also be inspected at the Parish Council premises, by prior appointment.

Approved and Adopted at the Parish Council Meeting held on 22 May 2018

Review: This Policy will be reviewed annually or sooner if legislation or events dictates.