



# CHERRY BURTON PARISH COUNCIL

## Scheme of Publication

### Document Details

	Date	By
Drafted	25 <sup>th</sup> May 2020	Peter Wardale
Reviewed	30 <sup>th</sup> July 2020	LCAS Advisory Committee
Adopted	11 <sup>th</sup> Aug 2020	Full Council
Revision due	11 <sup>th</sup> Aug 2021	

This document deals with classes of information published by council.

### 1. Introduction

- 1.1. The Cherry Burton Parish Council Scheme of Publication was created to meet the requirements of the Freedom of Information Act 2000, using the model publication scheme approved by the Office of the Information Commissioner.
- 1.2. The scheme sets out the different classes of information the parish council routinely makes available, which can be divided into six distinct areas:

### 2. Classes of Information covered

#### **Class 1 Who we are and what we do.**

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

#### **Class 2 What we spend and how we spend it.**

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

#### **Class 3 What our priorities are and how we are doing.**

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

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

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

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

Current written protocols for delivering our functions and responsibilities.

#### **Class 6 Lists and Registers.**

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

### 3. The Services we Offer

#### 3.1. Provision of advice and guidance, booklets and leaflets, transactions and media releases.

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.

....

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.

#### 3.2. 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.

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

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.



# CHERRY BURTON PARISH COUNCIL

Information available from Cherry Burton Parish Council under the Scheme of Publication

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts  This will be current information only		
Who's who on the Council and its Committees	Web Site or Hard Copy	See Costings
Contact details for Parish Clerk and Council members (named contacts where possible with email address)	Hard Copy	See Costings
Staffing structure	Hard Copy	See Costings
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.  Current and previous financial year as a minimum		
Annual Return form and report by auditor	Web Site or Hard Copy	See Costings
Finalised budget	Hard Copy	See Costings
Precept	Hard Copy	See Costings
Grants given and received	Hard Copy	See Costings

Standing Orders and Financial Regulations	Web Site or Hard Copy	See Costings
List of current contracts awarded and value of contract	Hard Copy	See Costings
Members' allowances and expenses	Hard Copy	See Costings
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Web Site or Hard Copy	See Costings
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site or Hard Copy	See Costings
Quality status	Web Site or Hard Copy	See Costings
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions.  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site or Hard Copy	See Costings
Agendas of meetings (as above)	Web Site or Hard Copy	See Costings
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private or legally sensitive, to the meeting.	Web Site or Hard Copy	See Costings
Reports presented to council meetings - NB this will exclude information that is properly regarded as private or legally sensitive, to the meeting.	Hard Copy	See Costings
Responses to consultation papers	Hard Copy	See Costings
Responses to planning applications	Hard Copy	See Costings
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
Procedural Standing Orders	Web Site or Hard Copy	See Costings

Committee and Advisory Committee terms of reference	Web Site or Hard Copy	See Costings
Training and Development Policy	Web Site or Hard Copy	See Costings
Grievance and Disciplinary Procedures	Web Site or Hard Copy	See Costings
Parish Council Code of Conduct	Web Site or Hard Copy	See Costings
Grant Awarding Policy	Web Site or Hard Copy	See Costings
Risk Management Scheme / Financial Risk Assessment	Web Site or Hard Copy	See Costings
Equal Opportunities Policy	Web Site or Hard Copy	See Costings
Social Media Policy and Code of Conduct	Web Site or Hard Copy	See Costings
Contract of Employment (staff)	Web Site or Hard Copy	See Costings
Health and Safety Policy	Web Site or Hard Copy	See Costings
Scheme of Publication	Web Site or Hard Copy	See Costings
Complaints Procedure	Web Site or Hard Copy	See Costings
Data Protection privacy notice and consent form	Web Site or Hard Copy	See Costings
Schedule of Charges (for the publication of information)	Web Site or Hard Copy	See Costings
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Web Site or Hard Copy	See Costings
Register of members' interests	Web Site or Hard Copy	See Costings
Register of gifts and hospitality	Hard Copy	See Costings

<p style="text-align: center;"><b>The Services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
---	--	--

Allotments	Hard Copy	See Costings
Playground, Sportsfield and recreational facilities	Web Site or Hard Copy	See Costings
Seating, litter bins, war memorials and lighting	Hard Copy	See Costings
Salt Bins	Hard Copy	See Costings
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Emergency Procedures - Level 1	Hard Copy	See Costings
Defibrillator procedures (Bay Horse and Sportsfield)	Hard Copy	See Costings

<b>Costings: Schedule of Charges</b> This describes how the charges have been arrived at and should be published as part of the guide.		
Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost
Disbursement cost	Photocopying @ 15p per sheet (colour)	Actual cost
Disbursement cost	Postage	Actual cost - Royal Mail 1 <sup>st</sup> class

Contact details: Mrs J. Wardale – Parish Clerk. email: [cbpc.1997@gmail.com](mailto:cbpc.1997@gmail.com) Tel: 01964 550107

**Adopted**

Date 8th SEPT '20

Minute Reference 08/20/186

Signed [Signature] Chairman

Review Date: 11th AUG '21