

FLAXTON PARISH COUNCIL

**INFORMATION COMMISSION OFFICER'S PUBLICATION
SCHEME**

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INTRODUCTION

This document provides details of the information that is available from Flaxton Parish Council under the Information Commissioner's Office (ICO) model publication scheme.

It has been produced based on the guidance/template provided by the ICO to Parish Councils showing the information that Councils are expected to provide in order to meet their commitments under the scheme.

Much of the information is published on the new Flaxton Parish Website or can be provided electronically via email at no cost to the requestor. However, some information is available in hard copy only for which a photocopying and a postal charge will be levied, as is also the case if hard copies of electronic publications are requested.

The document presents the information that can be published, along with the available publication methods and charges.

The information can be obtained via the Parish Clerk:

Email: clerk@flaxtonpc.org.uk

**FLAXTON PARISH COUNCIL
ICO PUBLICATION SCHEME**

INFORMATION TO BE PUBLISHED

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy Email Website	10p per sheet Free Free
Who's who on the Council and its Committees	Hard copy Email Website	10p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Hard copy Email Website Notice Board	10p per sheet Free Free Free
Location of main Council office and accessibility details	Hard copy Email Website Notice Board	10p per sheet Free Free Free
Staffing structure	Hard copy Email Website	10p per sheet Free Free
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	Hard copy Email Website	10p per sheet Free Free

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Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard copy Email Website	10p per sheet Free Free
Finalised budget	Hard copy Email Website	10p per sheet Free Free
Precept	Hard copy Email Website	10p per sheet Free Free
Borrowing Approval letter	Hard copy Email	10p per sheet Free
Financial Standing Orders and Regulations	Hard copy Email Website	10p per sheet Free Free
Grants given and received	Hard copy Email	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy Email Website	10p per sheet Free Free
Members' allowances and expenses	Hard copy Email Website	10p per sheet Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy Email	10p per sheet Free
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Hard copy Email	10p per sheet Free

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Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email Website	10p per sheet Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy Email Website	10p per sheet Free Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Email Website Notice Board	10p per sheet Free Free Free
Agendas of meetings (as above)	Hard copy Email Website Notice Board	10p per sheet Free Free Free
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice Board (details of how to obtain minutes)	10p per sheet Free Free Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website	10p per sheet Free Free
Recordings of meetings (if recordings are made by the council, recordings kept for 6 months)	Email	Free
Responses to consultation papers	Hard copy Email	10p per sheet Free
Responses to planning applications	Hard copy Email	10p per sheet Free
Byelaws	Hard copy	10p per sheet

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Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy Email Website	10p per sheet Free Free
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 Email Website	10p per sheet Free Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Email Website	10p per sheet Free Free
Information security policy	Hard copy Email Website	10p per sheet Free Free
Records management policies (records retention, destruction and archive)	Hard copy Email Website	10p per sheet Free Free

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Information to be published	How the information can be obtained	Cost
Data protection policies	Hard copy Email Website	10p per sheet Free Free
Schedule of charges (for the publication of information)	Hard copy Email Website	10p per sheet Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register	Hard copy Email	10p per sheet Free
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 Email	10p per sheet Free
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10per sheet
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)	
Seating, litter bins, clocks, memorials and lighting	Hard copy Email	10p per sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority