** 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 31.05.22)**

**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 Copyfrom Parish Office | Free  10p/page |
| Contact details for Parish Clerk and Council Members | Available on the website  Hard Copyfrom Parish Office | Free  10p/page |
| Location of main Council office and accessibility details | Available on the website  Hard Copyfrom 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 Copyfrom Parish Office | Free  10p/page |
| Annual return form and report by auditor | Available on the website  Hard Copyfrom Parish Office | Free  10p/page |
| Finalised Budget | Available on the website  Hard Copyfrom Parish Office | Free  10p/page |
| Precept | Available on the website  Hard Copyfrom Parish Office | Free  10p/page |
| Financial Standing Orders and Regulations | Available on the website  Hard Copyfrom 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 Copyfrom Parish Office | Free  10p/page |
| Annual Report to Parish (current and previous year as a minimum) | Available on the website  Hard Copyfrom 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 Copyfrom 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 Copyfrom 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 & financial regulations  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  Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy  Some are available on the website  Hard copy  Some are available on the website | 10p/page  Free  10p/page  Free |
| Records management policies (records retention, destruction and archive) | Hard Copy | 10p/page |
| Data Protection policies | Hard Copy  Some are available on the website | 10p/page  Free |
| 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 website  Hard Copy | Free  10p/page |
| Register of gifts and hospitality | Hard Copy | 10p/page |
| **Class 7 – The services we offer** (current information only) | | |
| Allotments | Hard Copy | 10p/page |
| Burial ground (cemetery) | Hard Copy | 10p/page |
| Community centres and premises for hire | 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, premises for hire) | 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](mailto:parishcouncil@nettleham-pc.gov.uk) Website: <https://nettleham.parish.lincolnshire.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 with the Parish Clerk.

**Reviewed and Approved at the Parish Council Meeting held on 27 May 2021**

**Reviewed and Approved at the Parish Council Meeting held on 31.05.22**

**Reviewed and Approved at the Parish Council Meeting held on 16.05.2023**

**Review:** 31/05/2024