

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 and Fees

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



PUBLICATION SCHEME POLICY

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.

Contact Details: Parish Clerk, The Parish Office, Scothern Road, Nettleham LN2 2TU. Tel: 01522 750011
Email: parishcouncil@nettleham-pc.gov.uk Website: <https://nettleham.parish.lincolnshire.gov.uk/>

NETTLEHAM PARISH COUNCIL

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
<p>Class1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard Copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Website/Hard Copy
List of current contracts awarded and value of contract	Website/Hard Copy
Members' allowances and expenses	Website/Hard copy

PUBLICATION SCHEME POLICY

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website and/or Hard Copy
Parish Plan (current and previous year as a minimum)	Website/Hard Copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	Website and/or Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	These are shown on West Lindsey District Council website.
Bye-laws	N/A
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	Website/Hard Copy
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of Parish Clerk 	<p>Website/Hard Copy Website/Hard Copy Website/Hard copy</p>

PUBLICATION SCHEME POLICY

<ul style="list-style-type: none"> • Code of Conduct • Policy statements 	<p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal 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 • Complaint procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
Information security policy	Website/Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Data protection policies	Website/Hard Copy
Schedule of charges (for the publication of information)	Website/Hard Copy
Class 6 – Lists and Registers	Hard copy
Currently maintained lists and registers only	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
Assets Register	Hard copy
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)	N/A
Register of members' interests	The Register is held by West Lindsey District Council and entries for Parish Councillors are shown on the website.
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	Hard copy

PUBLICATION SCHEME POLICY

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by Inspection
Allotments	N/A
Burial grounds and closed churchyards	Website/ Hard Copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/ Hard Copy
Any other Additional Information	Upon request by hard copy if available

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	

Contact Details: Parish Clerk, The Parish Office, Scothern Road, Nettleham LN2 2TU. Tel: 01522 750011

Email: parishcouncil@nettleham-pc.gov.uk Website: <https://nettleham.parish.lincolnshire.gov.uk/>