

Ocle Pychard Group Parish Council Draft Publication Scheme 2015

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Ocle Pychard Group Parish Council (Hard copy and/or website)</p>	<p>10 pence per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Parish Council Clerk News Letter / Website / Notice Board</p>	<p>F.O.C.</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Post Address of Parish Clerk Email Web Site Web address</p>	
<p>Location of main Council office and accessibility details</p>	<p>Web address</p>	
<p>Staffing structure Parish Council Clerk & RFO</p>	<p>Parish Council Clerk (hard copy and/or website)</p>	
<p>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)</p>	<p>From the Parish Council Clerk or on the Web Site Web address</p>	<p>10 pence per sheet</p>
<p>Current and previous financial year as a minimum</p>	<p>From the Clerk</p>	<p>£5.00</p>
<p>Annual return form and report by auditor</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Finalised budget</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Precept</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	

Financial Standing Orders and Regulations	From the Clerk	10 pence per sheet
Grants given and received	From the Clerk	10 pence per sheet
List of current contracts awarded and value of contract	From the Clerk	10 pence per sheet
Members' allowances and expenses	From the Clerk	10 pence per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	From the Clerk	10 pence per sheet
Local charters drawn up in accordance with WAG, OVV & WLGA guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Agendas of meetings (as above)	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Minutes of meetings (as above) – <i>nb</i> this will exclude information that is properly regarded as private to the meeting.	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Reports presented to council meetings - <i>nb</i> this will exclude information that is properly regarded as private to the meeting	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Responses to consultation papers	From the Clerk	Hard Copy 10 pence per sheet
Responses to planning applications	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Bye-laws	N/A	N/A

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

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

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 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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

(hard copy or website)

Hard Copies available on request from the Clerk

10 pence per sheet

Standard NALC approved models

10 pence per sheet

As per Herefordshire Council

F.O.C.

See their Web Site

As per Herefordshire Council

F.O.C.

See their Web Site

National register

10 pence per sheet

From the Clerk

10 pence per sheet

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Assets Register</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Register of members' interests</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Register of gifts and hospitality</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>N/A</p>	
<p>Recreational Field</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Seating, litter bins, dog bins and lighting</p>	<p>From the Clerk</p>	<p>10 pence per sheet</p>
<p>Bus shelters</p>	<p>N/A</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>Lengthsman Scheme P3 Footpaths Scheme</p>	<p>10 pence per sheet</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>N/A</p>	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

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: 10p*
	Photocopying @ 25p per sheet (colour)	Actual cost: 25p*
	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



15/5/2018