

## **Information available from Hellesdon Parish Council under the Information Commissioner's Office Model Publication Scheme Version 1.2 20151023**

The policy of this publication scheme is to be a means by which the authority can make a significant amount of information available routinely and develop a culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

Attached is Helledson Parish Council's publication scheme that defines information the Parish Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publications scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

### **Confidentiality Notice**

The Parish Council's policy is to be as open as possible and supply the information requested but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

### **Requests for Information**

Requests for information must be made to the Parish Council at the address below and include details of the applicant and the information sought. The applicant has two rights:

- (i) To be told whether the information is held by a local council and to receive the information as a copy or summary, if considered to be in the public interest and
- (ii) Whether a fee is required.

**Responsibility for the Publication Scheme**

The Parish Clerk is responsible for maintaining the scheme on a day-to-day basis on behalf of the Parish Council. Hellesdon Parish Council approved the publication scheme on 4 December 2018.

## Contact Details

Parish Clerk

Hellesdon Parish Council

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 6QB

Tel: 01603 301751 e-mail:contact@hellesdon-pc.gov.uk

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – who we are and what we do</b> (Organisational information, structures, locations and contacts)	Hard copy and/or website	
Who's who on the Council and its Committees	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address (if used))	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Hellesdon Parish Council Monday – Friday 9.30am – 12.30pm Monday – Friday 1.30pm to 3.30pm	
Staffing Structure	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
<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	Hard copy – contact Clerk	10p/sheet
Finalised Budget	Computerised Hard copy – contact Clerk	Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Computerised Hard copy – contact Clerk	Free 10p/sheet

Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members’ allowances and expenses	Hard copy – contact clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	
Neighbourhood Plan (current and previous year as a minimum)	Hard copy or website Hard copy – contact Clerk	10p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Computerised Hard copy- contact Clerk	Free Free 10p/sheet
Quality status	Hard copy of certificate – contact Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Clerk	10p/sheet
<b>Class 4 – How we make decisions</b> (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 parish meetings)	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
Bye-laws	Hard copy- contact Clerk	10p/sheet

<b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Hard copy or website	
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 – contact Clerk	10p/sheet
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)	Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk	10p/sheet 10p/sheet 10p/sheet 10p/sheet Free 10p/sheet
Information security policy	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website/Notice boards	Free
<b>Class 6 – Lists and Registers</b> Current 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)	Computerised Hard copy – contact Clerk	Free 10p/sheet
Assets Register	Computerised	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 – contact Clerk	10p/sheet

Register of members' interests	Website Hard copy – contact Clerk	Free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
<b>Class 7 – The services we offer</b> (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)	
Allotments Plan of site and standard tenancy agreement	Computerised Hard copy – contact Clerk	Free 10p/sheet
Community centre	Computerised Hard copy – contact Clerk	Free 10p/sheet
Parks, playing fields and recreational facilities	Computerised Hard copy – contact Clerk	Free 10p/sheet
Clocks, memorials and lighting	Computerised Hard copy – contact Clerk	Free 10p/sheet
Bus shelters	Computerised Hard copy – contact Clerk	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees: Sports fees} Hire of room fees} Allotment fees}	Computerised Hard copy – contact Clerk	Free

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information relating to the latest boundary review of the Council area	Map available to view at parish Council Office	
Safety Inspection records (eg playgrounds)	Hard copy – contact Clerk	10p/sheet

Hellesdon Magazine (Grapevine)	Free of charge upon request or upon delivery to households of Hellesdon	Free
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## Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual costs plus administrative cover charge estimate on request
	Photocopying @ 20p per sheet (colour)	Actual cost plus administrative cover charge estimate on request
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation Under the Freedom of Information Act 2000