

Burton Dassett Parish Council Publication Scheme

Update Schedule

<u>Action</u>	<u>Adoption Date</u>
Draft for approval by Burton Dassett Parish Council	8 March 2021
	16 May 2022
	15 May 2023
	8 May 2024
	19 May 2025
	18 May 2026
Due for review May 2027	

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Introduction

This scheme of publication is based upon the Model Publication Scheme issued by the Information Commissioner's Office ("ICO") dated 23 October 2015. Further information provided by the ICO is available at: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

This scheme will be reviewed on an annual basis or as necessary to take in to account any updates that are issued by the ICO.

Class 1 - Who we are and what we do

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
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.	Burton Dassett Parish Council website www.burtondassettparishcouncil.com	
Who's who on the Council and its Committees	Burton Dassett Parish Council website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1-Burton Dassett Parish Council website	
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	

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Class 2 – What we spend and how we spend it

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Burton Dassett Parish Council website	
Annual return form and report by auditor	Burton Dassett Parish Council website	
Finalised budget	Burton Dassett Parish Council website	
Precept	Burton Dassett Parish Council website	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Burton Dassett Parish Council website	
Grants given and received	Burton Dassett Parish Council website	
List of current contracts awarded and value of contract	Burton Dassett Parish Council website	
Members' allowances and expenses	Burton Dassett Parish Council website	

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Class 3 – What our priorities are and how we are doing

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum	Burton Dassett Parish Council website	
Parish Plan (current and previous year as a minimum)	Burton Dassett Parish Council website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Burton Dassett Parish Council website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

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Class 4 – How we make decisions

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Decision making processes and records of decisions Current and previous council year as a minimum	Burton Dassett Parish Council website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	1-Burton Dassett Parish Council website 2-Burton Dassett Parish Council Noticeboards	
Agendas of meetings (as above)	1-Burton Dassett Parish Council website 2-Burton Dassett Parish Council Noticeboards – current only	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	1-Burton Dassett Parish Council website 2-Burton Dassett Parish Council Noticeboards – current only	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	1-Burton Dassett Parish Council website 2-Burton Dassett Parish Council Noticeboards – current only	
Responses to consultation papers	Within/attached to minutes where applicable	
Responses to planning applications	Stratford on Burton District Council ePlanning website	
Bye-laws	No local bye-laws authorised by Burton Dassett Parish Council	

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Class 5 –Policy proposals and procedures

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Burton Dassett Parish Council website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference (where in operation) Delegated authority in respect of officers Code of Conduct Policy statements	Burton Dassett Parish Council website	
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Burton Dassett Parish Council website	
Information security policy	Burton Dassett Parish Council website	
Records management policies (records retention, destruction and archive)	Burton Dassett Parish Council website	
Data protection policies	Burton Dassett Parish Council website	
Schedule of charges (for the publication of information)	See the Schedule of Charges below	

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Class 6 – Lists and Registers

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Currently maintained lists and registers only	The Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register - The Clerk – view only	
Assets register	Burton Dassett Parish Council website	
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)	The Clerk – view only	
Register of members' interests	The Clerk – view only	
Register of gifts and hospitality	The Clerk – view only	

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Class 7 – The services we offer

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
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	Not applicable	
Parks, playing fields and recreational facilities	1-Burton Dassett Parish Council website 2-The Clerk	
Seating, litter bins, memorials and lighting	The Clerk	
Bus shelters	The Clerk	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	The Clerk	
Services for which the council is entitled to recover a fee, together with those fees	The Clerk	

Additional Information

Burton Dassett Parish Council will consider any requests for information that is not listed above.

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Contact and Burton Dassett Parish Council Website Details

For information that is available via our website please follow the link below:

<http://www.burtondassettparishcouncil.com>

Our contact details can be found on our website at:

<http://www.burtondassettparishcouncil.com>

Schedule of Charges

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

<u>Type of Charge</u>	<u>Description</u>	<u>Basis of Charge</u>
Disbursement cost	Photocopying @ 5p 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)

* the actual cost incurred by the public authority