



## PUBLICATION SCHEME

*This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.*

This publication scheme commits Dickleburgh and Rushall Parish Council 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 Dickleburgh and Rushall Parish Council:

- To proactively publish or 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.

## METHOD OF PUBLICATION

### **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.

## CONTACT DETAILS

To obtain any information under the Freedom of Information Act please contact the Clerk to the Council, Ann Baker, in writing or by email.

Postal Address: "Ganders," Langmere Road, Rushall, Norfolk, IP21 4QB

Email Address: [clerk@dickleburghandrushallpc.org.uk](mailto:clerk@dickleburghandrushallpc.org.uk)

Website: <http://dickleburgh-rushallpc.norfolkparishes.gov.uk/>

# INFORMATION AVAILABLE FROM DICKLEBURGH & RUSHALL PARISH COUNCIL

All items marked hard copy are available at a cost of 10p per sheet (black & white) or 20p per sheet (colour). All electronically available items (either by email or the website) are free. Postage will be charged at the actual costs of Royal Mail standard 2<sup>nd</sup> class, recorded if required.

INFORMATION TO BE PUBLISHED	METHOD OF PUBLICATION
<b>Who we are and what we do. This will be current information only.</b>	
Council members names, telephone number and email address	Website Notice boards Village Newsletter
Contact details for Parish Clerk	Mrs. Ann Baker "Ganders," Langmere Road, Rushall, Norfolk, IP21 4QB Tel. 01379 742937 E-mail: <a href="mailto:clerk@dickleburghandrushallpc.org.uk">clerk@dickleburghandrushallpc.org.uk</a>
Location of main Council office and accessibility details	Please contact the Clerk between 10am and 4pm to arrange a meeting
Staffing structure	Please contact the Clerk by email or telephone.
<b>What we spend and how we spend it</b>	
Annual return form and report by auditor	Website, e-mail, hard copy
Finalised budget	Website, e-mail, hard copy
Precept	Website, e-mail, hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website, e-mail, hard copy
Grants given and received	Website, e-mail, hard copy
List of current contracts awarded and value of contract	On request to the RFO
Members' allowances and expenses	On request to the RFO
<b>What our priorities are and how we are doing</b>	
Parish Plan (current and previous year as a minimum)	Hard copy
Annual Report to Parish or Meeting (current and previous year as a minimum)	Website, e-mail, hard copy
Quality status	Portfolio in development
Local charters drawn up in accordance with DCLG guidelines	None currently in place
<b>How we make decisions</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, e-mail, hard copy and notice boards
Agendas of meetings (as above)	Website, e-mail, hard copy and notice boards
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website, e-mail and hard copy after the meeting at which the minutes were approved
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	Website, e-mail and hard copy after the meeting at which the minutes were approved
Responses to consultation papers	See Minutes and by email
Responses to planning applications	See Minutes and by email and hard copy
Bye-laws	None
<b>Our policies and procedures</b>	
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 or e-mail from clerk. Standing Orders, Financial Regulations and a number of other policies and procedures are available on the website.
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)	Website/e-mail/hard copy Website/e-mail/hard copy Website/e-mail/hard copy Website/e-mail/hard copy Website/e-mail/hard copy Website/e-mail/hard copy
Information security policy	Website/e-mail/hard copy
Records management policies (records retention, destruction and archive)	Minutes kept forever although occasionally archived with the Norfolk Records Office Finance summary for ever

	Finance details 5 years Only important documents kept longer than 3 months
Data protection policies	Data Protection Legislation prohibits the publication of certain categories of information
Schedule of charges (for the publication of information)	On this document
<b>Lists and Registers - Currently maintained lists and registers only</b>	
Any publicly available register or list	E-mail or hard copy
Assets Register	E-mail or 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)	Disclosures made in Minutes and held in log which can be viewed by appointment with Clerk.
Register of members' interests	Viewing by appointment with Clerk
Register of gifts and hospitality	Viewing by appointment with Clerk
<b>The services we offer</b>	
Allotments	Apply to the Clerk for information
Burial grounds and closed churchyards	Operated and managed by Parochial Church Council
Community centres and village halls	Apply to the Clerk for information
Parks, playing fields and recreational facilities	Apply to the Clerk for information
Seating, litter bins, clocks, War Memorials	DRPC has dog bins and litter bins, apply to the Clerk for information
Bus shelters	None held
Markets	None held
Public conveniences	None held
Agency agreements	None held
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Apply to the Clerk for information
Street Lighting	Some parish lighting is owned and operated by Parish Council. Apply to the Clerk for information.

This Policy was updated and approved by Dickleburgh and Rushall Parish Council at its meeting on 9 May 2011 and will be reviewed annually.

**Note:** Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council Office to ensure that the information they require is still available.

*Reviewed and Approved:*

June 2019

June 2020