

NORTH WALTHAM PARISH COUNCIL

DOCUMENT PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 requires public authorities – this includes parish councils in England and Wales – to adopt and maintain a publication scheme.

North Waltham Parish Council have adopted the model scheme endorsed by NALC which is comprised of 6 core classes of information, which are mandatory, and a group of optional classes of information. All mandatory documents will be retained in hard copy and backed up either with an electronic or hard copy in a separate location.

Availability of Council Documents

The documents listed in the table below can be inspected either by reference to the website (<http://www.northwaltham-pc.gov.uk>), where they are held as read-only documents, or by contacting the Clerk between the hours of 10am and 3pm (Tel: 01256-516736 or e-mail: northwalhamclerk@live.co.uk). Photocopies may be made available at 10p per sheet. The Clerk's time spent locating and retrieving the information may be subject to charge at a rate of £25 per hour.

Information available from North Waltham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
Staffing structure	Website Hard copy – contact Clerk	Free 10p/sheet

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy - contact Clerk	10p/sheet
Finalised budget	Hard copy - contact Clerk	10p/sheet
Precept	Hard copy - contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy - contact Clerk	10p/sheet

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Financial Standing Orders and Regulations	Website 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

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish (Village) Plan	Website Hard copy – contact Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting	Hard copy - contact Clerk	10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website 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

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	Website Hard copy – contact Clerk	Free 10p/sheet

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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 Hard copy – contact Clerk	Free 10p/sheet
Information security policy	Website Hard copy – contact Clerk	Free 10p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 10p/sheet
Data protection policies	Website Hard copy – contact Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p/sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy - contact Clerk	10p/sheet
Assets Register	Website Hard copy – contact Clerk	Free 10p/sheet
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	Hard copy - contact Clerk	10p/sheet
Register of gifts and hospitality	Hard copy - contact Clerk	10p/sheet

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

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	From Village Trust	
Parks, playing fields and recreational facilities	From Village Trust	

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Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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)	N/A	

Contact details:

Hard copies are available from our Clerk:

Ms. Allison Spyer

Tel: 01256 516736 e-mail: Allison_58@hotmail.com

Website address: www.northwalthamclerk@live.co.uk

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A

Approved at Parish Council Meeting

Signed Date

Chairman