

Information available from Stanton under Bardon Parish Council under the ICO Model Publication Scheme



Stanton under Bardon Parish Council

DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Publication Scheme
Policy Version	1
Creator	Joanne Lowe – Parish Clerk
Adopted	July 2024
Minute Reference	051/2023-24
Last review Date	N/A
Next Review date	May 2025

This publication scheme gives examples of the kinds of information that the Information Commissioners Office would expect Stanton under Bardon Parish Council to provide in order to meet its commitments under the Model Publication Scheme.

The ICO expects Stanton under Bardon Parish Council to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Information available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Who's who on the Council and its Committees where applicable		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
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	Information available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Annual Parish Meeting (current and previous year as a minimum)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Information available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings where applicable)		
Agendas of meetings		
Minutes of meetings– this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		

Responses to consultation papers		
Responses to planning applications		
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 where applicable Delegated authority in respect of officers where applicable Code of Conduct Policy statements		
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 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 available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
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)	Information available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Assets register		
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)		
Register of members' interests		
Register of gifts and hospitality		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Information available on the Parish Council's website www.stantonunderbardonpc.org.uk Further information can be obtained from the Parish Clerk on 01530 243987 or email subparishclerk@gmail.com	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Current information only		
Allotments Parks		
Burial grounds and closed churchyards		
Dadlington Village Green		
Streetlights		
Seating?		
War Memorials		
Bus shelters?		

CONTACT DETAILS

Parish Clerk to Stanton under Bardon Parish Council

Parish Offices, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, Leicestershire, LE67 9AE

Telephone - 01530 243987

Email: subparishclerk@gmail.com

Website - www.stantonunderbardonpc.org.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white) Photocopying @ 30p per A4 sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee	N/A	
Other	N/A	In accordance with the relevant legislation

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