

THORPE MALSOR PARISH COUNCIL

PUBLICATION SCHEME



Information available under the model publication scheme

This document details the information that the Information Commissioner's Office (ICO) expect Parish Councils to provide in order to meet their commitments under the model publication scheme. The ICO expects Parish Councils 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 or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- 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- the information is archived, out of date or otherwise inaccessible; or,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.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	Website
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members	Website
Location of main Council office and accessibility details	Not Applicable
Staffing structure	Not Applicable
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	Website
Finalised budget	Available from the Clerk
Precept	Website
Borrowing Approval letter	Not Applicable

Financial Standing Orders and Regulations	Website
Grants given and received	Not Applicable
List of current contracts awarded and value of contract	Not Applicable
Members' allowances and expenses	Website
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.	
Parish Plan (current and previous year as a minimum)	Not Applicable
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	Not Applicable
Local charters drawn up in accordance with DCLG guidelines	Not Applicable
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 and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Not Applicable
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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Website or Available from the Clerk
Information security policy	Available from the Clerk
Records management policies (records retention, destruction and archive)	Available from the Clerk
Data protection policies	Website
Schedule of charges (for the publication of information)	Website
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)	Not Applicable
Assets register	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)	Not Applicable
Register of members' interests	Website
Register of gifts and hospitality	Not Applicable
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	Not Applicable
Burial grounds and closed churchyards	Not Applicable
Community centres and village halls	Not Applicable
Parks, playing fields and recreational facilities	Not Applicable
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Markets	Not Applicable
Public conveniences	Not Applicable

Agency agreements	Not Applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable

Information not included in this publication scheme

If the information you require is not already published by the Council then you are entitled to request the information. Send your written request to the Clerk, including your name, address for correspondence, and a description of the information you require.

The Parish Council can refuse a request if:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.
- It falls within the number of exemptions defined in the FOI Act.

For more information about making a Freedom of Information request please see: <https://www.gov.uk/make-a-freedom-of-information-request>

Contact details:

The Clerk, Thorpe Malsor Parish Council, 54 St Saviours Road, Kettering, NN15 5EJ.

Tel: 07762 551367

Email: thorpemalsorpc@gmail.com

This scheme has not yet been formally adopted by Thorpe Malsor Parish Council. It will be proposed for adoption at the next Council meeting in May 2019 and thereafter will be reviewed annually.