

SPARHAM PARISH COUNCIL

PUBLICATION SCHEME

Approved: 9th March 2021
Date of Next Review: 2024

This publication scheme commits Sparham 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 Sparham Parish Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Sparham Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Sparham Parish Council 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.

The method by which information published under this scheme will be made available

Sparham Parish Council 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 Sparham Parish Council, 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, Sparham Parish Council 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 Sparham Parish Council 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 Sparham Parish Council 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 Sparham Parish Council 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.

Information available from Sparham Parish Council under the Publication Scheme Policy & Schedule of Charges

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	
Who's who on the Council and its Committees	<p>Website</p> <p>Notice Board</p>
Contact details for Parish Clerk (telephone number and email address)	<p>Website</p> <p>Notice Board</p>
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Old School Room, open to public. Limited parking adjacent.
Staffing Structure	Clerk is the sole employee.
<p>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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Website or Hard copy from Clerk.
Finalised budget	Website or Hard copy from Clerk.
Precept	Website or Hard copy from Clerk.
Borrowing Approval letter	Website or Hard copy from Clerk.
Financial Standing Orders and Regulations	Website or Hard copy from Clerk.
Grants given and received	Website or Hard copy from Clerk.
List of current contracts awarded and value of contract	Hard copy from Clerk.

Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard copy from Clerk.
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 & Notice Board
Agendas of meetings (current year only)	Website & Notice Board
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - nb 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	Website
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 or Hard Copy from Clerk

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Website or Hard Copy from Clerk
Information security policy	Website or Hard Copy from Clerk
Records management policies (records retention, destruction and archive)	Website or Hard Copy from Clerk
Data protection policies	Website or Hard Copy from Clerk
Schedule of charges (for the publication of information)	See costs on final page of this document.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets Register	Website or Hard Copy from Clerk
Register of members' interests	Available from Breckland District Council website
Register of gifts and hospitality	Apply to Clerk
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
Village Green	Apply to Clerk
Permissive Path Agreement	Apply to Clerk
Seating, litter/dog bins, memorials and lighting etc	Apply to Clerk
Bus shelter	Apply to Clerk
A summary of services for which the council is entitled to recover a fee, together with those fees	None.

Contact details:

Clerk

Bay Tree Cottage

School Road

Brisley

NR20 5LH

01362 667756

sparhamparishcouncil@gmail.com**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p 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	As appropriate	In accordance with the relevant legislation (quote the actual statute)