

PART H -
 FREEDOM OF INFORMATION PUBLICATION SCHEME FOR
 NEWLAND PARISH COUNCIL
 (adopted 2/12/2008, effective from 1/1/2009, reviewed 25/5/2018)

Information available from Newland Parish Council under the model publication scheme

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		
Who's who on the Council and its Committees	Web site, newsletters Hard copy – contact Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site, newsletters Hard copy – contact Clerk	Free Free
Location of main Council office and accessibility details	See contact details below	---
Staffing structure	Web site, newsletters Hard copy – contact Clerk	Free Free
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	Web site Hard copy – contact Clerk	Free Free
Finalised budget	Web site Hard copy – contact Clerk	Free Free
Precept	Web site Hard copy – contact Clerk	Free Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Web site Hard copy – contact Clerk	Free Free
Grants given and received	Web site Hard copy – contact Clerk	Free Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Web site Hard copy – contact Clerk	Free Free

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)	Web site Hard copy – contact Clerk	Free £3
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free Free
Quality status	Web site Hard copy – contact Clerk	Free Free
Local charters drawn up in accordance with DCLG guidelines	Web site Hard copy – contact Clerk	Free Free

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)	Web site, newsletters Hard copy – contact Clerk	Free Free
Agendas of meetings (as above)	Web site Hard copy – contact Clerk	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free Free
Responses to consultation papers	Web site Hard copy – contact Clerk	Free Free
Responses to planning applications	Web site Hard copy – contact Clerk	Free Free
Bye-laws		

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	}	£4
Committee and sub-committee terms of reference	} Web site	Free
Delegated authority in respect of officers	} Hard copy	Free
Code of Conduct	} – contact Clerk	Free
Policy statements	}	Free
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	Web site	Free
	Hard copy – contact Clerk	Free
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Web site	Free
	Hard copy – contact Clerk	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Web site	Free
	Hard copy – contact Clerk	Free
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)		
Assets Register	Web site	Free
	Hard copy – contact Clerk	
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	Web site	Free
Register of gifts and hospitality	Inspection, on request to Clerk or District Council	Free

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

(hard copy or website; some information may only be available by inspection)

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Managed by Clearwell Recreation Ground Management Committee	-
Seating, litter bins, clocks, memorials and lighting	Hard copy, contact Clerk	Free
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Newsletter, delivered to every household in the parish	Web site, hard copy	Free
Welcome pack	Hard copy	Free

Contact details:

Mr R S Crighton CiLCA
Clerk to Newland Parish Council
Waterley Bottom
The Cross
Clearwell
Coleford
GL16 8JU

By prior appointment 0900 -1700 Monday – Friday (part time)

T 01594 836454

E newland.pc@sky.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

EXEMPT MATERIAL:

Personal information relating to Councillors (other than required to be declared in the register of Interests)

Personal information relating to employees ie appraisals, specific salary details, disciplinary records, sickness records and the like
Tenders and bids from contractors and suppliers
Note: Data Protection legislation prohibits the publication of certain categories of information.