

Beckingham Parish Council
 Lincolnshire
 Chairman: Lawrence Tatton
www.beckinghamvillage.co.uk

Beckingham Parish Council
Publication scheme in response to Freedom of Information requests

The Parish Council's publication scheme is based upon the Information Commissioner's model template but has been tailored to include specific information relating to how Parish Councils operate and the documentation they produce.

This publication scheme commits the 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 the 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 the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the Parish Council and falls within the classifications below.
- To specify the information that is held by the Parish Council 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 Parish Council 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.

Type of Information Held	Answer/Notes	Answer/Source	Charge
Parish Council website address	Beckinghamvillage.co.uk		
Councillor contact details	Only current information retained	Website On NKDC website Contact Parish Clerk for hardcopy	Free of charge
Councillor pecuniary interests form		Website On NKDC website Contact Parish Clerk for hardcopy	Free of charge
Code of Conduct	For Parish Councillors	Website Contact Parish Clerk for hardcopy	Free of charge
Parish Clerk's email address	terry@saltby.net		
Parish Clerk's phone number:	01476 516366		

Parish Office	The office of the Parish Council operates from the Parish Clerk's home office.	Website On agendas On Parish Clerk emails On NKDC website	Free of charge
Staff members	The Parish Clerk is the only member of staff		
Standing Orders	The procedural rules of the Parish Council	Website Contact Parish Clerk for hardcopy	Free of charge
Annual Governance Statement	1 st part of the Annual Return process (see below)	Website Contact Parish Clerk for hardcopy	Free of charge
Transparency Code	Income less than £25,000 therefore must comply with	Website Contact Parish Clerk for hardcopy	Free of charge

- What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Type of Information Held	Answer/Notes	Answer Source	Charge
Financial Regulations	The financial procedures of the Parish Council	Website Contact Parish Clerk for hardcopy	Free of charge
Annual Return		Website Contact Parish Clerk for hardcopy	Free of charge
Internal Auditor's report	Produced as part of their role in the Annual Return process	Website Contact Parish Clerk for hardcopy	Free of charge
Finalised budget	Produced as part of the precept setting process	Contact Parish Clerk for hardcopy	Free of charge
Precept	Financial request made to NKDC to run the affairs of the Parish Council	Contact Parish Clerk for hardcopy	Free of charge
Receipts and payments listing	Spreadsheet of authorised payments & receipts	Contact Parish Clerk for hardcopy	Free of charge
Payments made over £100	As part of the Transparency Code. All receipts & payments available	Website Contact Parish Clerk for hardcopy	Free of charge
Donations/grants given		Contact Parish Clerk for hardcopy	Free of charge
Donations/grants received		Contact Parish Clerk for hardcopy	Free of charge

- **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

Type of Information Held	Answer/Notes	Answer Source	Charge
Projects		Contact Parish Clerk for hardcopy	Free of charge
Chairman's Report	At the Annual Parish meeting	Website Contact Parish Clerk for hardcopy	Free of charge

- **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Type of Information Held	Answer/Notes	Answer Source	Charge
Agendas		Website Contact Parish Clerk for hardcopy	Free of charge
Minutes		Website Contact Parish Clerk for hardcopy	Free of charge
Planning Decisions (as a consultee to NKDC)	Contained within minutes	Website Contact Parish Clerk for hardcopy NKDC planning portal	Free of charge
Consultation Responses		Contact Parish Clerk for hardcopy	Free of charge

- **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

Type of Information Held	Answer/Notes	Answer Source	Charge
Standing Orders	The procedural rules of the Parish Council	Website Contact Parish Clerk for hardcopy	Free of charge
Financial Regulations	The financial procedures of the Parish Council	Website Contact Parish Clerk for hardcopy	Free of charge
Code of Conduct	For Parish Councillors	Website Contact Parish Clerk for hardcopy	Free of charge

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Parish Council.

Type of Information Held	Answer/Notes	Answer Source	Charge
Asset Register		Website Contact Parish Clerk for hardcopy	Free of charge

- **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Service/Responsibility	Answer/Notes	Source of additional information
Defibrillator	At the Village Hall	Contact Parish Clerk
Bus Shelter	In the village	Contact Parish Clerk

THE CLASSES OF INFORMATION WHICH WE 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.

MATTERS TO BE AWARE OF:

- 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.
- 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.

MAKING A REQUEST FOR INFORMATION:

To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email or write to the Parish Clerk.

Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

RESPONDING TO YOUR REQUEST:

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

CHARGES:

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 the 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
 - costs directly incurred as a result of viewing information (for example hiring a Village Hall)

Should you need to pay a fee for disbursements or because the costs exceed the appropriate limit, the Parish Council will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a 'Fees Notice'. When you are issued the Fees Notice, the 20 working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.

- The Freedom of Information Act does permit the Parish Council to refuse your request if the Parish Council estimate that it will cost in excess of the appropriate cost limit (currently £450) to fulfil your request.

INFORMATION COMMISSIONER'S OFFICE DETAILS

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, more information can be found on the ICO website listed below:

<https://ico.org.uk>

or by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Adopted: 17th January 2017
To be reviewed: January 2019