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| Title Publication Scheme | Rev: 1.0 |
| **Prepared and issued by: Bill Holmes** | **Issued:****20th June 2023** |
| **Approved at Council Meeting Dated: 20th June 2023** |

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| **Copy** | **Distribution** |
| 1 | All Councillors |
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**Document Distribution**

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| Review Frequency | Last Review Date | Quality Council Document Y/N |
| 3 yearly |  | Y |

**Document Change History**

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| --- | --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Author** | **Verified** | **Section** | **Change Description** |
| 1 |  |  |  |  |  |
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# Summary

The Parish Council is required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Monk Fryston Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely by an email or hard copy on request to the Clerk, by inspection or on the council web site.

# Classes of information

Information is divided into several classes to provide clarity these are as follows: -

|  |  |  |
| --- | --- | --- |
| Class | Description | Narrative |
| 1 | Who we are and what we do. | Organisational information, locations and contacts, constitutional and legal governance.  |
| 2 | What we spend and how we spend it.  | Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. |
| 3 | What our priorities are and how we are doing. | Strategy and performance information, plans, assessments, inspections and reviews. |
| 4 | How we make decisions. | Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. |
| 5 | Our policies and procedures. | Current written protocols for delivering our functions and responsibilities. |
| 6 |  Lists and registers. | Information held in registers required by law and other lists and registers relating to the functions of the authority. |
| 7 | The services we offer. | Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. |

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# Responsibilities

The overall management of the publications scheme lies with the Parish Council as a corporate body. The Council has delegated specific responsibilities as defined below. The approval of this document also confirms the delegations as detailed below.

|  |  |
| --- | --- |
| Publication Type | Responsible Person |
| Printed Documents  | Clerk to the Council |
| Viewed documents | Clerk to the Council |
| Email Documents | Clerk to the council |
| Web documents | Nominated councillor for web updates |
|  |  |

# Payment

Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes.

For printing and emailing of documents please contact the clerk. It may take up to 7 days for requests to be processed.

For visual inspection of documents please contact the clerk to make an appointment.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request. Payments due will be as per the table of charges Below

1. Table of Charges

|  |  |
| --- | --- |
| Media |  |
| Printing of Documents Per side | A4 30pA3 60P |
| Visual inspection of documents | £12 per hour minimum 1 hour |
| Email Documents | £2 per document |
| Web Documents | £0 |
| Notice Board Documents | £0 |

# Schedule of Published Information

Publication Type Key Web(W), Hard Copy (P), e-mail (E), visual Inspection (V), Notice Board (N)

| Class | Type | Document | Document Information ref no location etc | Publication Type |
| --- | --- | --- | --- | --- |
| 1 | Who we are and what we do. |
|  |  | Council contact details and councillor information in line with the Transparency Code  |  | W |
|  |  | Members Declaration of Acceptance of Office |  | V |
|  |  | Members Register of Interests |  | W Local Authority |
| 2 | What we spend and how we spend it. |
|  | Annual Returns | Annual return form |  | WN |
|  |  | Annual Statutory report by internal auditor |  | WN |
|  |  | Annual Statutory report by external auditor |  | WN |
|  |  | Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year. |  | V |
|  |  | Precept request – limited to the last financial year. |  | WPE |
|  |  | VAT records – limited to the last financial year |  | V |
|  |  | Annual Budget |  | W |
|  | Contracts | Grass Cutting Contract |  | V |
|  |  | Lighting Repair Contract |  | V |
|  | Exclusions – all commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged. |
| 3 | What our priorities are and how we are doing. |
|  |  | Criteria representing council improvement through the management and development of staff and councillors.  |  |  |
|  |  | Action plan for the current year. |  |  |
| 4 | How we make decisions |
|  | Meeting Information | Minutes of council, committee and sub-committee meetings – limited to the last 2 years. |  | WPEN |
|  |  | Agendas and supporting papers for council and committee meetings- limited to the last 2 years. |  | WPEVN |
|  | Employment  | Terms & conditions of employmentJob descriptions. |  | PEV |
|  | Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act. |
|  | Planning Documents | Responses to planning applications |  | W (LPA) PEV |
|  | Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively. |
|  |  | Calendar of Meetings |  | W |
| 5 | Our policies and procedures. |
|  |  | Standing Orders |  | WPE |
|  |  | Financial Standing Orders and Regulations |  | WPE |
|  |  | Code of Conduct |  | WPE |
|  |  | Grants Policy |  | WPE |
|  |  | Terms of Reference for Committees |  | WPE |
|  |  | Publication Scheme |  | WPE |
|  |  | Crime and Disorder Policy |  | WPE |
|  |  | Biodiversity Policy |  | WPE |
|  |  | Complaints Procedure |  | WPE |
|  |  | Criteria demonstrating good governance in managing the business and finances of a council  |  | W |
|  |  | Accessibility statement  |  | W |
|  |  | Privacy notice  |  | W |
|  |  | Publicity advertising council activities  |  | W |
|  |  | Action plan for the current year  |  | W |
|  |  | Criteria representing a council’s role in the community and how it engages with the community. |  | W |
| 6 | Lists and registers. |
|  |  | Asset register  |  | WV |
|  |  | Risk Assessments |  | WV |
|  |  | Safety inspection records. for example, for open spaces |  | WV |
|  | The services we offer |
| 7 | Council Circulars letters  | Council Newsletter  |  | WEP |
|  | Social Media | Facebook, Twitter | N/A | W |
|  |  | Evidence of consulting the community  |  | W |