## Information available from South Ferriby Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained |
|---|-------------------------------------|
| Class1 - Who we are and what we do  | (hard copy and/or website)          |
| (Organisational information, structures, locations and contacts)  |                                     |
| This will be current information only   |                                     |
| Who's who on the Council and its Committees   | ✓                                   |
| Contact details for Parish Clerk and Council members  | ✓                                   |
| Location of main Council office and accessibility details   | <b>√</b>                            |
| Staffing structure  | n/a                                 |
| 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) | (hard copy and/or website)          |
| Current and previous financial year as a minimum  |                                     |
| Annual return form and report by auditor  | V /                                 |
| Finalised budget  | V                                   |
| Precept   | <b>V</b>                            |
| Borrowing Approval letter   | n/a                                 |
| Financial Standing Orders and Regulations   | ✓                                   |

| Grants given and received  | n/a                      |
|--|--------------------------|
| List of current contracts awarded and value of contract  | n/a                      |
| Members' allowances and expenses   | ✓                        |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website)   |
| 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)  | <b>√</b>                 |
| 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    | (hard copy or website) ✓ |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | <b>√</b>                 |
| Agendas of meetings (as above)   | <b>√</b>                 |
| Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting.                 | ✓                        |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.          | <b>√</b>                 |
| Responses to consultation papers   | ✓                        |
| Responses to planning applications   | <b>√</b>                 |
| Bye-laws   | <b>√</b>                 |

| (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  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  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) | Class 5 – Our policies and procedures   | (hard copy or website) |
|--|---|------------------------|
| 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  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 Health and safety 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)  Information security policy   | · · · · · · · · · · · · · · · · · · ·   |                        |
| Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements  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 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)  Information security policy   | Surrent information only  |                        |
| Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements  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 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)  Information security policy  | olicies and procedures for the conduct of council business:                             |                        |
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| Code of Conduct Policy statements  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 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)  Information security policy  |   | <b>√</b>               |
| 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 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)  Information security policy   |   | · · ·                  |
| 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  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)   |   | ✓                      |
| 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)   | only statements   |                        |
| 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)  Information security policy  | olicies and procedures for the provision of services and about the employment of staff: |                        |
| 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)  Information security policy  | nternal policies relating to the delivery of services                                   |                        |
| 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)  Information security policy   | quality and diversity policy  | <b>✓</b>               |
| Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)  Information security policy  |   | <b>\</b>               |
| Complaints procedures (including those covering requests for information and operating the publication scheme)  Information security policy  |   | <b>√</b>               |
| the publication scheme)  Information security policy   | ·   | ✓                      |
| Information security policy  |   |                        |
| information security policy  |   | <b>√</b>               |
| Records management policies (records retention, destruction and archive)   |   | <b>√</b>               |
|  | Records management policies (records retention, destruction and archive)                | <b>√</b>               |
| Data protection policies  Schedule of charges )for the publication of information)   |   | <b>V</b>               |

| Class 6 – Lists and Registers  | (hard copy or website; some information may only be available by inspection) |
|--|--|
| 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)               | <b>√</b>   |
| Assets Register  | <b>√</b>   |
| 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) | n/a  |
| Register of members' interests   | ✓  |
| Register of gifts and hospitality  | n/a  |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)   | (hard copy or website; some information may only be available by inspection) |
| Current information only   |  |
| Allotments   | n/a  |
| Burial grounds and closed churchyards  | n/a  |
| Community centres and village halls  | n/a  |
| Parks, playing fields and recreational facilities  | <b>√</b>   |
| Seating, litter bins, clocks, memorials and lighting   | ✓  |
| Bus shelters   | ✓  |
| Markets  | n/a  |
| Public conveniences  | n/a  |
| Agency agreements  | <b>√</b>   |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | n/a  |

## **Contact details:**

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Tel: 01652 618617

Email: <a href="mailto:clerk@southferribyparishcouncil.gov.uk">clerk@southferribyparishcouncil.gov.uk</a>

## SCHEDULE OF CHARGES

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE  |
|-------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost *  |
|                   | Photocopying @ 20p per sheet (colour)        | Actual cost*   |
|                   |  |  |
|                   | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                   |  |  |
| Statutory Fee     |  | In accordance with the relevant legislation              |

Adopted 8<sup>th</sup> May 2017

**Next review due May 2019** 

<sup>\*</sup> the actual cost incurred by the public authority