

| <b>Blackwell Parish Council</b> |                     |
|---------------------------------|---------------------|
| <b>Publication Scheme</b>       |                     |
| <b>Date approved:</b>           | <b>Review Date:</b> |

## **Introduction**

This publication scheme commits Blackwell 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 Blackwell Parish Council.

The scheme commits Blackwell Parish Council to:

- Proactively publish or otherwise make available as a matter of routine, information which is held by Blackwell 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 it can easily be 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 fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of Information**

### **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**

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 Blackwell Parish Council.

## **7 - The services Blackwell Parish Council offers**

Information about the services the council offers, including newsletters, booklets and leaflets, transactions and media releases.

### **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.

### **Blackwell Parish Council will indicate what information is covered by this scheme and how it can be obtained.**

Where it is within the capacity of Blackwell Parish Council, information will be provided on the 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, Blackwell Parish Council will indicate how information can be obtained by other 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.

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 the authority 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 actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs indirectly 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 rights of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available.

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 Blackwell Parish Council that is not published under this scheme can be requested in writing, and its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## INFORMATION AVAILABLE FROM BLACKWELL PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| Classes of information to be published                                                                                                                              | How the information can be obtained                                                                             | Cost                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>1 - Who we are and what we do</b><br>Organisational information, locations and contacts, constitutional and legal governance                                     |                                                                                                                 |                               |
| This will be current information only<br>Blackwell Parish Council publishes as much information as possible about how it can be contacted.                          | Website<br><a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>Hard copy<br>Parish Newsletter | See schedule of charges below |
| Who is who on the Council and the committees                                                                                                                        |                                                                                                                 |                               |
| Contact details for the Parish Clerk and Council members                                                                                                            |                                                                                                                 |                               |
| Location of the main Council office and accessibility details                                                                                                       |                                                                                                                 |                               |
| Staffing Structure                                                                                                                                                  |                                                                                                                 |                               |
| <b>2 - What we spend and how we spend it</b><br>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts |                                                                                                                 |                               |

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|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------|
| Current and previous financial year                                                                                                           | Website<br><a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>hard copy | See schedule<br>of charges<br>below |
| Annual return form and report by auditor                                                                                                      |                                                                                            |                                     |
| Finalised budget                                                                                                                              |                                                                                            |                                     |
| Precept                                                                                                                                       |                                                                                            |                                     |
| Borrowing Approval letter                                                                                                                     |                                                                                            |                                     |
| Standing Orders and Financial Regulations                                                                                                     |                                                                                            |                                     |
| Grants Given and received                                                                                                                     |                                                                                            |                                     |
| List of current contracts awarded and value of contract                                                                                       |                                                                                            |                                     |
| Members Allowances and expenses                                                                                                               |                                                                                            |                                     |
| <b>3 - What our priorities are and how we are doing</b><br>Strategy and performance information, plans, assessments, inspections and reviews. |                                                                                            |                                     |
| Parish Plan (if one is prepared and approved)                                                                                                 | Website<br><a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>hard copy | See schedule<br>of charges<br>below |
| Annual Parish Meeting Report                                                                                                                  |                                                                                            |                                     |
| Quality Status (if applicable)                                                                                                                |                                                                                            |                                     |
| <b>4 - How we make decisions</b><br>Decision making processes, internal criteria and procedures, consultations.                               |                                                                                            |                                     |
| Current and previous year as a minimum                                                                                                        | Website<br><a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>hard copy | See schedule<br>of charges<br>below |
| Timetable of meetings (Council, committee, sub-committee, working party and parish meetings)                                                  |                                                                                            |                                     |
| Agendas of meetings                                                                                                                           |                                                                                            |                                     |
| Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)                                       |                                                                                            |                                     |
| Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting)                     |                                                                                            |                                     |

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| Responses to consultations                                                                                                                                                                                                                                                                                                                                                        |                                                                                            |                                     |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                                                |                                                                                            |                                     |
| Bye-laws                                                                                                                                                                                                                                                                                                                                                                          |                                                                                            |                                     |
| <b>5 - Our policies and procedures</b><br>Current written protocols for delivering our functions and responsibilities.                                                                                                                                                                                                                                                            |                                                                                            |                                     |
| Current information only.                                                                                                                                                                                                                                                                                                                                                         | <a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>Website<br>hard copy | See schedule<br>of charges<br>below |
| Policies and procedures for the conduct of council business, including: <ul style="list-style-type: none"><li>• Standing Orders</li><li>• Delegated Authority</li><li>• Code of Conduct</li><li>• Policy Statements</li></ul>                                                                                                                                                     |                                                                                            |                                     |
| Policies and Procedures for the provisions of services and the employment of staff, including (but not exclusively): <ul style="list-style-type: none"><li>• Equality and diversity policy</li><li>• Health and safety policy</li><li>• Recruitment policy</li><li>• Policies and procedures for handing requests for information (FOI)</li><li>• Complaints procedures</li></ul> |                                                                                            |                                     |
| Information Security and Data Protection Policies                                                                                                                                                                                                                                                                                                                                 |                                                                                            |                                     |
| Records Management Policy (retention, destruction and archive)                                                                                                                                                                                                                                                                                                                    |                                                                                            |                                     |
| Schedule of charges for publication information                                                                                                                                                                                                                                                                                                                                   |                                                                                            |                                     |
| <b>6 - Lists and registers</b><br>Information held in registers required by law and other lists and registers relating to the functions of Blackwell Parish Council.                                                                                                                                                                                                              |                                                                                            |                                     |
| Currently maintained lists and registers only                                                                                                                                                                                                                                                                                                                                     | <a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>Website<br>hard copy | See schedule<br>of charges<br>below |
| Any publicly available register or list (if any are held, they will be publicised)                                                                                                                                                                                                                                                                                                |                                                                                            |                                     |
| Assets register                                                                                                                                                                                                                                                                                                                                                                   |                                                                                            |                                     |

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| 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                                                                                                                                                               |                                                                                            |                                     |
| Register of gifts and hospitality                                                                                                                                                           |                                                                                            |                                     |
| <b>7 - The services Blackwell Parish Council offers</b><br>Information about the services the council offers including Newsletters, booklets and leaflets, transactions and media releases. |                                                                                            |                                     |
| Current information only                                                                                                                                                                    | Website<br><a href="http://www.blackwellpc.org.uk">www.blackwellpc.org.uk</a><br>hard copy | See schedule<br>of charges<br>below |
| Playing fields, parks and recreational facilities                                                                                                                                           |                                                                                            |                                     |
| Bus shelters                                                                                                                                                                                |                                                                                            |                                     |
| Hanging baskets                                                                                                                                                                             |                                                                                            |                                     |
| Christmas lights                                                                                                                                                                            |                                                                                            |                                     |
| Allotments                                                                                                                                                                                  |                                                                                            |                                     |
| <b>Additional Information</b>                                                                                                                                                               |                                                                                            |                                     |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above.                                                                             |                                                                                            |                                     |

### Contact details:

The Clerk  
Blackwell Parish Council  
Hilcote Community Centre  
544 New Street  
Hilcote  
ALFRETON  
Derbyshire  
DE55 5HU

Phone: 01773 580002  
E-mail: [clerk@blackwellpc.org.uk](mailto:clerk@blackwellpc.org.uk)

Website: [www.blackwellpc.org.uk](http://www.blackwellpc.org.uk)

## Schedule of Charges

| Type of Charge    | Description                                  | Basis of Charge                                   |
|-------------------|----------------------------------------------|---------------------------------------------------|
| Disbursement cost | Photocopying (black and white) 10p per sheet | Actual cost                                       |
|                   | Photocopying (colour) 25p per sheet          |                                                   |
|                   | Postage                                      | Actual cost to send it by Royal Mail second class |
| Statutory fee     |                                              | In accordance with the relevant legislation       |
| Other             |                                              |                                                   |

To be reviewed annually.

Note: this policy was put together using the ICO Model Publication Scheme.

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|---------------------------------------------------------------------------|------------------------------------|
| This policy is fully supported by the members of Blackwell Parish Council |                                    |
| Signed by                                                                 | Chairman, Blackwell Parish Council |
| Date                                                                      |                                    |

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