

BRISLEY PARISH COUNCIL

PUBLICATION SCHEME

Approved: 3rd February 2021
Date of Review: February 2024

This publication scheme commits Brisley 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 Brisley 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 Brisley Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Brisley 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 that it can be easily 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 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.

- **What we spend and how we spend it.**

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

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

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

- **How we make decisions.**

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

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

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

- **The services we offer.**

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

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.

The method by which information published under this scheme will be made available

Brisley Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Brisley Parish Council, information will be provided on a 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, Brisley Parish Council will indicate how information can be obtained by other means and provide it by those 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Brisley Parish Council is legally required to translate any information, it will do so.

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 Brisley 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
- the costs directly 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 right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

Information available from Brisley Parish Council under the Publication Scheme Policy & Schedule of Charges

| Information to be published | How the information can be obtained |
|--|--|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | |
| Who's who on the Council and its Committees | Website Notice Board |
| Contact details for Parish Clerk (telephone number and email address) | Website Notice Board |
| Location of main Council office and accessibility details | Office is in Clerk's home. Meetings at the Village Hall, open to public. Parking adjacent to Hall. |
| Staffing Structure | Clerk is the sole employee. |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | |
| Annual return form and report by auditor | Website or Hard copy from Clerk. |
| Finalised budget | Website or Hard copy from Clerk. |
| Precept | Website or Hard copy from Clerk. |
| Borrowing Approval letter | Website or Hard copy from Clerk. |
| Financial Standing Orders and Regulations | Website or Hard copy from Clerk. |
| Grants given and received | Website or Hard copy from Clerk. |
| List of current contracts awarded and value of contract | Hard copy from Clerk. |
| Members' allowances and expenses | N/A |
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| 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) | N/A |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website or Hard copy from Clerk. |
| 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 | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website & Notice Board |
| Agendas of meetings | Website & Notice Board |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website |
| Responses to consultation papers | Website |
| Responses to planning applications | Website |
| Bye-laws | Website |
| 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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website or Hard Copy from Clerk |
| 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 | Website or Hard Copy from Clerk |

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| 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 | Website or Hard Copy from Clerk |
| Records management policies (records retention, destruction and archive) | Website or Hard Copy from Clerk |
| Data protection policies | Website or Hard Copy from Clerk |
| Schedule of charges (for the publication of information) | See costs on final page of this document. |
| 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) | N/A |
| Assets Register | Website or Hard Copy from Clerk |
| Register of members' interests | Available from Breckland District Council website |
| Register of gifts and hospitality | Apply to Clerk |
| 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 | |
| Allotments | Website/Apply to Clerk |
| Burial Ground & Closed Churchyard | Website/Apply to Clerk |
| Amenity Area | Website |
| The Common (including The Green, The Hill & Harpers Lane) | Website |
| Seating, litter/dog bins, memorials and lighting etc | Website |
| Patch Corner & Bus shelter | Website |
| A summary of services for which the council is entitled to recover a fee, together with those fees | None. |
| | |

***Any mention of Notice Board refers to board at the Village Hall.**

Contact details:

Clerk

Bay Tree Cottage

School Road

Brisley

NR20 5LH

01362 667756

brisleyparishcouncil@gmail.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 |
| | | |
| Statutory Fee | As appropriate | In accordance with the relevant legislation (quote the actual statute) |