

# HEALEYFIELD PARISH COUNCIL



## PUBLICATION SCHEME

**Review Date:** 27<sup>th</sup> March 2025

**Next Review Due:** March 2028

## Guide to the Publication Scheme

### Introduction

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which was adopted and is now operated by Healeyfield Parish Council as from 1 January 2009.

### Healeyfield Parish Council Publication Scheme

The Scheme provides a list of all the information the Parish council makes routinely available, explains how it can be accessed and whether a charge is made for it.

### Manner of publication

The Parish Council feel it is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information has been placed on the Parish Council website at <https://healeyfieldparishcouncil.gov.uk>. Where this is not possible the information is available from the Clerk – and / or paper copies can be sent through the post.

## Information available under the model publication scheme

### Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts

This will be current information only

Information to be published	How the information can be obtained
Who’s who on the Council and its Committees	Website & Hard copy
Contact details of Parish Clerk and Council Members	Website & Hard copy
Location of main Council office and accessibility details	Website & Hard copy
Staffing structure	Website & Hard copy

### 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

Current and previous financial year as a minimum

Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval Letter	Hard copy
Financial Standing Orders	Website & Hard copy
Grants given and received	Hard copy

List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy

### **Class 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

Annual Report to the Parish Meeting	Website & Hard copy
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### **Class 4 – How we make decisions**

Decision making processes and record of decisions.

Current and previous council year as a minimum

Timetable of meetings (Parish Council, any committees/sub-committee meetings).	Website & Hard copy
Agendas of meetings (as above)	Website & Hard copy
Minutes of meetings (as above) - Note: excludes information that is regarded as private to the meeting	Website & Hard copy
Reports presented to council meetings - Note: excludes information that is regarded as private to the meeting	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy
Bye-laws	Hard copy

### **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 & Hard copy
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)	Hard copy Website & Hard copy Website & Hard copy Hard copy

Policies and procedures for handling requests for information	Website & Hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & Hard copy
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Website & Hard copy
Data protection policies	Hard copy
Schedule of charges )for the publication of information	Website & Hard copy

### **Class 6 – Lists and registers**

Currently maintained lists and registers only.

Any publicly available register or list	Hard copy
Assets Register	Hard copy
Register of members' interests	Available on DCC Website
Register of gifts and hospitality	Available at County Hall Durham County Council

### **Class 7 – The service we offer**

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Current information only.

Allotments	Not Applicable
Burial grounds and closed churchyards	Not Applicable
Community centres and village halls	Not Applicable
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Not Applicable
Markets	Not Applicable
Public conveniences	Not Applicable
Agency agreements	Not Applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

**Contact details:**

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Website: <https://healeyfieldparishcouncil.gov.uk>

**SCHEDULE OF CHARGES**

- (i) One copy of any available document will be supplied free of charge to any resident within Healeyfield Parish.
- (ii) Multiple copies of any available document will be supplied to any resident within Healeyfield Parish on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside Healeyfield Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.