

# BURLEY PARISH COUNCIL PUBLICATION SCHEME

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme.

Burley Parish Council resolved to adopt the Information of Commissioner's Office Model Publication Scheme at its meeting on 21 May 2020. The following guide is the current list of information under the Scheme. The guide is reviewed every 12 months.



Questions regarding the Publication Scheme should be directed to the Clerk. Information 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 to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)                      This will be current information only.                      N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website	£0
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	£0
Location of main Council office and accessibility details	Website	£0
Staffing structure	Website	£0
<p><b>Class 2 – What we spend and how we spend it</b>                      (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		

Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard Copy (on request)	Free
Finalised budget	Website Hard Copy (on request)	Free
Precept	Website Hard Copy (on request)	Free
Borrowing Approval letter	Hard Copy (on request)	
Financial Standing Orders and Regulations	Website Hard Copy (on request)	Free
Grants given and received	Website Hard Copy (on request)	Free
List of current contracts awarded and value of contract	Website Hard Copy (on request)	Free
Members' allowances and expenses	Website Hard Copy (on request)	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy (on request)	Free
Neighbourhood Plan	Website Hard Copy (on request)	Free £3.50
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy (on request)	Free
Agendas of meetings (as above)	Website	Free

	Hard Copy (on request)	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy (on request)	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy (on request)	Free
Responses to consultation papers	Website Hard Copy (on request)	Free
Responses to planning applications	Website Hard Copy (on request)	Free
Bye-laws	Hard Copy (on request)	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 (on request)	Free
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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)	Website Hard Copy (on request)	Free

Information security policy	Website Hard Copy (on request)	Free
Data protection policies	Website Hard Copy (on request)	Free
<b>Class 6 – Lists and Registers</b> 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)	Website Hard Copy (on request)	Free
Assets register	Website Hard Copy (on request)	Free
Register of members' interests	Website Hard Copy (on request)	Free
Register of gifts and hospitality	Website Hard Copy (on request)	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard Copy (on request)	Free
Burial grounds and closed churchyards	Website Hard Copy (on request)	Free
Community centres and village halls	Website Hard Copy (on request)	Free
Parks, playing fields and recreational facilities	Website Hard Copy (on request)	Free
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy (on request)	Free
Public conveniences	Website Hard Copy (on request)	Free

**CONTACT DETAILS**

Parish Clerk,  
Burley Parish Council,  
Queens Hall,  
Burley in Wharfedale,  
LS29 7BT

Tel: 01943 864728

Email: [clerk@burleyparishcouncil.co.uk](mailto:clerk@burleyparishcouncil.co.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class