

LONGHOPE PARISH COUNCIL

PUBLICATION SCHEME

Longhope Parish Council, as well as responding to requests for information, must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme must set out the authorities commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

The following publication scheme is based on the ICO model publication scheme.

Information available from Longhope Parish Council under its publication scheme

Class1 - Who we are and what we do (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.	www.longhopeparishcouncil.org Hard copy from the Clerk & Council Notice Boards
Who's who on the Council and its Committees	www.longhopeparishcouncil.org Hard copy from the Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	www.longhopeparishcouncil.org Hard copy from the Clerk & Council Noticeboards
Location of main Council office and accessibility details	N/A
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) Current and previous financial year as a minimum	www.longhopeparishcouncil.org Hard copy from the Clerk
Annual return form and report by internal and external auditors	www.longhopeparishcouncil.org Hard copy from the Clerk
Finalised budget	www.longhopeparishcouncil.org Hard copy from the Clerk
Precept	www.longhopeparishcouncil.org Hard copy from the Clerk
Borrowing Approval letter	Hard Copy from the Clerk
Standing Orders and Financial Regulations	www.longhopeparishcouncil.org Hard copy from the Clerk
Grants given and received	www.longhopeparishcouncil.org Hard copy from the Clerk
List of current contracts awarded and value of contract	www.longhopeparishcouncil.org Hard copy from the Clerk
Members' allowances and expenses	N/A

Class 3 – What our priorities are, and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	www.longhopeparishcouncil.org Hard copy from the Clerk
Parish Plan (current and previous year as a minimum)	www.longhopeparishcouncil.org
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.longhopeparishcouncil.org Hard copy from the Clerk
Local Council Award Scheme - Status	Once obtained, details will be published at www.longhopeparishcouncil.org
Local charters drawn up in accordance with Department for Levelling Up, Housing and Communities Guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	www.longhopeparishcouncil.org Hard copy from the Clerk
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	www.longhopeparishcouncil.org Hard copy from the Clerk
Agendas of meetings (as above)	www.longhopeparishcouncil.org Hard copy from the Clerk
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	www.longhopeparishcouncil.org Hard copy from the Clerk
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	www.longhopeparishcouncil.org Hard copy from the Clerk
Responses to consultation papers	www.longhopeparishcouncil.org Hard copy from the Clerk
Responses to planning applications	www.longhopeparishcouncil.org Hard copy from the Clerk
Bye-laws	www.longhopeparishcouncil.org Hard copy from the Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	www.longhopeparishcouncil.org Hard copy from the Clerk
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	www.longhopeparishcouncil.org Hard copy from the 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 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)	www.longhopeparishcouncil.org Hard copy from the Clerk
Information security policy	www.longhopeparishcouncil.org Hard copy from the Clerk

Records management policies (records retention, destruction and archive)	www.longhopeparishcouncil.org Hard copy from the Clerk
Data protection policies	www.longhopeparishcouncil.org Hard copy from the Clerk
Schedule of charges payable (for the publication of information)	www.longhopeparishcouncil.org Hard copy from the Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only	www.longhopeparishcouncil.org Hard copy from the Clerk
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	www.longhopeparishcouncil.org Hard copy from the Clerk
Assets Register	Hard copy from the Clerk
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)	Hard copy from the Clerk
Register of members' interests	www.longhopeparishcouncil.org Hard copy from the Clerk
Register of gifts and hospitality	Hard copy from the 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	N/A
Allotments	Hard copy from the Clerk
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	www.longhopeparishcouncil.org Hard copy from the Clerk
Seating, litter bins, clocks, memorials and lighting	www.longhopeparishcouncil.org Hard copy from the Clerk
Bus shelters	www.longhopeparishcouncil.org Hard copy from the Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	www.longhopeparishcouncil.org Hard copy from the Clerk
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	www.longhopeparishcouncil.org

Contact details:

Clerk to Longhope Parish Council, c/o 6 Nupend Gardens Longhope, GL17 0QN

Mobile: 07944 321298 Email: longhopepc@gmail.com

SCHEDULE OF APPLICABLE CHARGES

Adopted by LPC – April 2023

Next Review Due – April 2026

This following charges will be payable in relation to any requests, for hard copies, of the information set out above. These charges are to cover the basic administrative costs incurred and are not intended to deter requests.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Administration Cost Up to 30 mins of Clerks time 30 mins to Hour Per Hour afterwards	Time used by Clerk to compile, print information	Free £10 £15
Printing Cost <i>Black & White</i>	Photocopying/Printing @ 15p per single sided sheet of A4	Actual cost * 15p per single sided sheet
<i>Colour</i>	Photocopying/Printing @ 15p per single sided sheet of A4	Actual cost * 15p per single sided sheet
Postage	Postage of items requested	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (where such a fee is levied, details of the charge, and the actual statute relied upon, will be provided)
Other	N/A	N/A

* the actual cost incurred by the public authority