

Billingborough Parish Council Data Publication Scheme

Information available from Billingborough Parish Council under the Data Publication Scheme

Information to be published	How the information can be viewed or obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website, Parish Notice board, Hard or electronic copy
Contact details for Parish Clerk and Council members	Website, Parish Notice board, Hard or electronic copy
Location of main Council office and accessibility details	Not applicable
Staffing structure (Employee Handbook)	Not applicable
Class 2 – What we spend and how we spend it Financial information relating to projected and actual, receipts and payments, procurement, contracts and financial audit	
Current and previous financial year	Website, Parish Notice board, Hard or electronic copy
Annual return form and report by auditor	Website, Hard copy
Finalised budget	Website, Hard or electronic copy
Precept	Website, Hard or electronic copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Website, Hard or electronic copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy

Annex D To Data Protection, Publication & FOI Policies & Procedures

Class 3 – What our priorities are and how we are doing (Strategies & plans, performance indicators, audits, inspections & reviews)	
Annual Budget & Spending Plan (current and previous year)	Website, Hard or electronic copy
Annual Report to Parish Meeting (as above)	Website, Hard or electronic copy
Quality status	Currently not applicable
Local charters drawn up in accordance with DCLG guidelines	Currently not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions for current and previous year)	
Timetable of Parish Council Meetings for current and previous calendar year	Website, Parish Notice board, Hard or electronic copy
Agendas of meetings (as above). Current and previous year	Website, Parish Notice board, Hard or electronic copy
Minutes of meetings (as above) – Please note that this will exclude information that is properly regarded as private to the meeting.	Website, Hard or electronic copy
Reports presented to council meetings – Please note that this will exclude information that is properly regarded as private and confidential to the meeting.	Hard or electronic copy (where available)
Responses to consultation papers	Hard or electronic copy (where available)
Responses to planning applications	Hard or electronic copy (where available)
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	
Standing Orders	Website, Hard or electronic copy
Committee and sub-committee terms of reference	Currently not applicable
Delegated authority in respect of officers	In Minutes (website, hard or electronic) where applicable
Code of Conduct	Website, Hard or electronic copy
Policies and procedures for the provision of services and about the employment of staff:	
Equality and diversity policy	Website, Hard or electronic copy
Health and safety policy	In progress
Policies and procedures for handling requests for information	Website, Hard or electronic copy

Annex D To Data Protection, Publication & FOI Policies & Procedures

Recruitment policies (including current vacancies)	In progress
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, Hard or electronic copy
Internal policies relating to the delivery of services	Hard or electronic copy
Information security policy	In Data Protection Policy (Website, Hard or electronic copy)
Records management policies (records retention, destruction and archive)	In Data Protection Policy (Website, Hard or electronic copy)
Data Protection Policy	Website, Hard or electronic copy
Schedule of charges (for the publication of information)	Website, Hard or electronic copy
Class 6 – Lists and Registers (Currently maintained lists and registers only)	
Any publicly available register or list	Hard or electronic copy (where available)
Assets Register	Website, Hard or electronic copy
Disclosure log (indicating the information that has been provided in response to requests; with effect from 1 st September 2015)	Hard or electronic copy
Register of members' interests	Website or via SKDC
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, and newsletters produced for the public and businesses) Current information only	
Allotments	Website (in progress), Hard or Electronic copy
Burial grounds and closed churchyards	Website (in progress) Hard or electronic Copy
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, memorials and lighting	Hard copy (where applicable)
Bus shelters	Not applicable
Markets	Not applicable

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Public conveniences	Not applicable
Agency agreements	Not applicable
Cemetery fees	In Cemetery Regulations (Website, Hard or electronic copy)

A request for information must be made by letter or e-mail and sent to the Clerk: Mrs Hayley Beaver.

The Blackmiles, Vine St, Billingborough, Sleaford, NG34 0QE or Email: BillingboroughParishClerk@gmail.com

Charges

Please note a fee may be charged in line with the table below for the provision of hard copies of any of the listed information. Staff services will be charged at the hourly rate of £10 (minimum charge).

Documents	Cost (per A4 printed side)	Postage (where applicable)
Black & White copies	30p	At current 2 nd class rate
Colour Copies	50p	

Information may also be inspected at the Parish Council Meeting premises or the Clerk's residence by prior arrangement only.