

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

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| 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 | Website, hard or electronic copy |
| 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 | Website, Hard or electronic copy |
| Policies and procedures for handling requests for information | Website, Hard or electronic copy |

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

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| Recruitment policies (including current vacancies) | Website, hard or electronic copy. |
| 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 |

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

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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: Billingborough-pc.gov.uk

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.