

Publication Scheme

Information available from the Codnor Parish Council under the publication scheme devised and approved by the Information Commissioner.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(Hard copy or website)	See costs on website
Who's who on the Council and its Committees	Hard copy or email from the clerk Parish council website Village noticeboards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or email from the clerk Parish council website Village noticeboards	
Staffing structure	Parish council website	

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Class 2 – What we spend and how we spend it	(Hard copy or website)	See costs schedule below

(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 or email from the clerk Parish council website	
Finalised budget	Website, Hard copy or email from the clerk	
Precept	Website, Hard copy or email from the clerk	
Financial Standing Orders and Regulations	Website, Hard copy or email from the clerk	
Grants given and received	Hard copy or email from the clerk	
List of current contracts awarded and value of contract	Hard copy from the clerk	
Members' allowances and expenses	Hard copy from the clerk Parish council website (minutes)	

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(Hard copy or website)	See costs schedule below

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email from the clerk	
Quality status	No application	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)	See costs schedule below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or email from the clerk Parish Council Website	
Agendas of meetings (as above)	Hard copy or email from the clerk Parish council website Parish noticeboards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email from the clerk Parish council website Parish noticeboards	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk	
Responses to consultation papers	Hard copy or email from the clerk Parish council website (minutes)	
Responses to planning applications	Hard copy or email from the clerk Parish council website (minutes)	

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<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hard copy or website)	See costs schedule below
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct</p>	Website, Hard copy or email from the clerk	

Policy statements		
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)	Hard copy or email from the clerk	
Records management policies (records retention, destruction and archive)	Hard copy or email from the clerk	
Data protection policies	Hard copy or email from the clerk	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	See costs schedule below
Assets register	Hard copy or email from the clerk	
Register of Interests	Hard copy or email from the clerk Parish council website	
Register of gifts and hospitality	Hard copy or email from the clerk	

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<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	<p>See costs schedule below</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy or email from the clerk</p> <p>parish council website</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy or email from the clerk</p>	
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>None</p>	

Costs 10 pence per sheet for copying. E mail free of charge (where possible)

Contact

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