

021

Information available from Rothley Parish Council under the model publication scheme

This was reviewed at the Full Council Meeting on 16/05/2022 minute ref: 22/542 no amendments made

| Information to be published | How the information can be obtained | Cost |
|---|---|--|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Website or Hard Copy via the Council Office (See contact details below)</p> | <p>All hard copies will be charged at 20 pence per A4 copy & 50 pence per A3 copy.</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website or Hard Copy via the Council Office</p> | |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Website or Hard Copy via the Council Office</p> | |
| <p>Location of main Council office and accessibility details</p> | <p>Council Offices, 12 Mountsorrel Lane, Rothley, Leicester LE7 7PR Tel: 0116 2374544 Opening Hours: 9 a.m. to 11am Monday to Friday.</p> | |

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| Staffing structure | Hard Copy via the Council Office | |
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| 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 | Hard Copy via the Council Office | |
| Annual return form and report by auditor | Website or Hard Copy via the Council Office | |
| Finalised budget | Hard Copy via the Council Office | |
| Precept | Hard Copy via the Council Office | |
| Borrowing Approval letter | Not Applicable | |
| Financial Standing Orders and Regulations | Website or Hard Copy via the Council Office | |
| Grants given and received | Hard Copy via the Council Office | |
| List of current contracts awarded and value of contract | Hard Copy via the Council Office | |
| Members' allowances and expenses | Not Applicable | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| | Hard Copy via the Council Office | |
| Parish Plan (current and previous year as a minimum) | Hard Copy via the Council Office | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website or Hard Copy via the Council Office | |
| Quality status | Not Applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not Applicable | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | Agenda & Minutes of all meetings from April 2015 onwards are available on the Website. All | |

021 Model Publication Scheme
Parish Council Guide to Information

Reviewed and amended at Full Council Meeting 20th May 2019. Minute reference 19/22
Reviewed 17/05/2021 at the Full Council Meeting , minute ref: 21/355 – no amendments
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| Current and previous council year as a minimum | minutes are available as a Hard Copy via the Council Office | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website or Hard Copy via the Council Office | |
| Agendas of meetings (as above) | Website or Hard Copy via the Council Office | |
| Minutes of meetings (as above) | Website or Hard Copy via the Council Office | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy via the Council Office | |
| Responses to consultation papers | Hard Copy via the Council Office | |
| Responses to planning applications | Charnwood Borough Council | |
| Bye-laws | Hard Copy via the Council Office | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website or Hard Copy via the Council Office | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements | Website or Hard Copy via the Council Office | |
| Policies and procedures for the provision of services and about the employment of staff: | | |

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| Internal policies relating to the delivery of services Equality and diversity policy | Not Applicable Website or Hard Copy via the Council Office | |
| Health and safety policy | Website or Hard Copy via the Council Office | |
| Recruitment policies (including current vacancies) | Not Applicable | |
| Policies and procedures for handling requests for information | Website or Hard Copy via the Council Office | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website or Hard Copy via the Council Office | |
| Information security policy | Not Applicable | |
| Records management policies (records retention, destruction and archive) | Hard Copy via Council Office | |
| Data protection policies | Website or Hard Copy via the Council Office | |
| Schedule of charges (for the publication of information) | Not Applicable | |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list – Electoral Register | Available only for inspection under supervision | |
| Assets Register | Hard Copy via the Council Office | |
| 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) | Not Applicable | |
| Register of members' interests | Charnwood Borough Council | |
| Register of gifts and hospitality | Charnwood Borough Council | |
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| Class 7 – The services we offer | Website or Hard Copy via the | |

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| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | Council Office | |
| Current information only | | |
| Allotments | Not Applicable | |
| Burial grounds and closed churchyards | Website or Hard Copy via the Council Office | |
| Community centres and village halls | Website or Hard Copy via the Council Office | |
| Parks, playing fields and recreational facilities | Website or Hard Copy via the Council Office | |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy via the Council Office | |
| Bus shelters | Not Applicable | |
| Markets | Not Applicable | |
| Public conveniences | Not Applicable | |
| Agency agreements | Not Applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website or Hard Copy via the Council Office | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | None | |

Contact details:

Clerk to the Council, Gail Newcombe, Rothley Parish Council, Council Offices, 12 Mountsorrel Lane, Rothley LE7 7PR Tel: 0116 2374544
E-mail address: clerk@rothleyparishcouncil.org.uk

SCHEDULE OF CHARGES

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