



## **1. Introduction**

Under the Freedom of Information Act 2000 (FOIA), Newtown Linford Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Newtown Linford Parish Council  
248 Markfield Road, Groby, Leicester, LE6 0FS  
Email: [clerk@newtownlinford.org.uk](mailto:clerk@newtownlinford.org.uk)

## **2. Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

### **3. Information not contained within the Publication Scheme and Exemptions**

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk)

### **4. Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at [clerk@newtownlinford.org.uk](mailto:clerk@newtownlinford.org.uk)

### **5. Charges**

The Council's Fees and Charges are stated at the end of the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

### **6. Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

### **7. Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme was approved on 5<sup>th</sup> May 2021 and will be amended periodically as necessary. The Scheme will be reviewed annually.

## Appendix 1 - Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts. This will be current information only)		
Who's who on the Council and its Committees	Email Hard copy from Clerk Website	Free 10p/sheet Free
Contact details for Parish Clerk and Council Members (where published)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Location of main Council office and accessibility details	248 Markfield Road, Groby, Leicester, LE6 0FS Open by appointment only	
Staffing Structure	Email Hard copy from Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. This will be current and previous year only)		
Annual Governance and Accountability Return	Hard copy from Clerk Website	10p/sheet Free
Report by Auditor	Hard copy from Clerk Website	10p/sheet Free
Approved Budget Plan	Email Hard copy from Clerk	Free 10p/sheet
Precept	Email Hard copy from Clerk Website	Free 10p/sheet Free
Financial Regulations	Email Hard copy from Clerk Website	Free 10p/sheet Free
Grants awarded and received	Email Hard copy from Clerk	Free 10p/sheet
List of current contracts and value	Email	Free

	Hard copy from Clerk	10p/sheet
Members' allowances and expenses	N/A	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and review. This will be current year only)		
Parish Plan	N/A	N/A
Annual Report to Parish or Community Meeting (current year)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Quality Status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions. This will be current and previous year only)		
Timetable of meetings	Email Hard copy from Clerk Website	Free 10p/sheet Free
Agendas of meetings	Email Hard copy from Clerk Website	Free 10p/sheet Free
Minutes of meetings (this will exclude information that is regarded as private to the meeting)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Reports presented to Council meetings (this will exclude information that is regarded as private to the meeting)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Responses to consultation papers	Email Hard copy from Clerk	Free 10p/sheet
Responses to Planning Applications	Email Hard copy from Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities. This will be current information only)		
Standing Orders	Email Hard copy from Clerk Website	Free 10p/sheet Free
Financial Regulations	Email	Free

	Hard copy from Clerk Website	10p/sheet Free
Cemetery Regulations	Email Hard copy from Clerk Website	Free 10p/sheet Free
Cemetery Fees and Charges	Email Hard copy from Clerk Website	Free 10p/sheet Free
Committee and sub-committee terms of reference	Email Hard copy from Clerk Website	Free 10p/sheet Free
Delegated authority in respect of Officers	Email Hard copy from Clerk Website	Free 10p/sheet Free
Members' Code of Conduct	Email Hard copy from Clerk Website	Free 10p/sheet Free
Internal policies relating to the delivery of services e.g. Complaints, Data Protection, FOI, Equal Opportunities	Email Hard copy from Clerk Website	Free 10p/sheet Free
Internal policies relating to employment e.g. Dignity at Work, Equal Opportunities, Grievance and Disciplinary, Zero Tolerance	Email Hard copy from Clerk Website	Free 10p/sheet Free
Risk Assessments & Risk Register	Email Hard copy from Clerk Website	Free 10p/sheet Free