



Information available from Sprowston Town Council under the Information Commissioner's Office Model Publication Scheme Version 1.2 20151023

The policy of this publication scheme is to be a means by which the authority can make a significant amount of information available routinely and develop a culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

Attached is Sprowston Town Council's publication scheme that defines information the parish council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Town Council's publication scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

The Town Council's policy is to be as open as possible and supply the information requested but the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

Requests for information

Requests for information must be made to the Town Council at the address below and include details of the applicant and the information sought. The applicant has two rights:

- (i) to be told whether the information is held by a local council and to receive the information as a copy or summary, if considered to be in the public interest and
- (ii) whether a fee is required.

Responsibility for the Publication Scheme

The Town Clerk is responsible for maintaining the scheme on a day-to-day basis on behalf of the parish council. Sprowston Town Council approved the publication scheme on 15 October 2008.

Contact Details

Mrs June Hunt, Town Clerk

Sprowston Town Council,

Council Offices, Sprowston Diamond Centre, School Lane, Sprowston, Norwich, NR7 8TR.

Tel: 01603 408063 email:townclerk@sprowston-tc.gov.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Sprowston Diamond Centre. School Lane, Sprowston. Monday – Friday 9:00am – 4:30pm.	
Staffing structure	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
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 and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Computerised Hard copy – contact Clerk	Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Computerised Hard copy – contact Clerk	Free 10p/sheet

Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Neighbourhood Plan (current and previous year as a minimum)	(hard copy or website) Hard copy – contact Clerk	10p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Computerised Hard copy – contact Clerk	Free Free 10p/sheet
Quality status	Hard copy of certificate – contact Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Clerk	10p/sheet
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal 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 – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk	10p/sheet 10p/sheet 10p/sheet 10p/sheet free 10p/sheet
Information security policy	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website/Notice boards	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most	Computerised	free

circumstances existing access provisions will suffice)	Hard copy – contact Clerk	10p/sheet
Assets Register	Computerised	Free
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)	Hard copy – contact Clerk	10p/sheet
Register of members' interests	Website Hard copy – contact Clerk	free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments Plan of site and standard tenancy agreement	Computerised Hard copy – contact Clerk	free 10p/sheet
Burial grounds and closed churchyards Plan of the site and information of burials	Computerised Hard copy – contact Clerk	free 10p/sheet
Community centres and village halls	Computerised Hard copy – contact Clerk	free 10p/sheet
Parks, playing fields and recreational facilities	Computerised Hard copy – contact Clerk	free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Computerised Hard copy – contact Clerk	free 10p/sheet
Bus shelters	Computerised Hard copy – contact Clerk	free 10p/sheet
Markets		
Public conveniences	Computerised Hard copy – contact Clerk	free 10p/sheet
Agency agreements	Computerised Hard copy – contact Clerk	free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees: Cemetery fees in respect of Sprowston Cemetery, Church Lane, Sprowston }		

Sports fees } Hire of Room fees } Allotment fees }	Computerised Hard copy – contact Clerk	free
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information relating to the latest boundary review of the Council area	Map available to view at Parish Council Office	
Safety Inspection records (eg playgrounds)	Hard copy – contact Clerk	10p/sheet
Sprowston Matters Newsletter	Free of charge upon request or upon delivery to households of Sprowston	free

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost plus administrative cover charge estimate on request
	Photocopying @ 20p per sheet (colour)	Actual cost plus administrative cover charge estimate on request
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation Under the Freedom of Information Act 2000.