

## POTTER HEIGHAM PARISH COUNCIL – Guide to Information Available (Publication Scheme)

The Parish Council is committed to transparency and complies with the requirements of the Freedom of Information Act 2000.

Responding to Freedom of Information requests can require a significant amount of officer time, which is ultimately funded through public money. The Council therefore encourages requesters to be as clear and specific as possible when submitting requests.

Under the Act, the Council may refuse requests that exceed the appropriate cost limit or that are considered vexatious in accordance with the legislation.

To view documents published on the website please visit [potterheighamparishcouncil.norfolkparishes.gov.uk](http://potterheighamparishcouncil.norfolkparishes.gov.uk)

To request hard copies please contact the Clerk by:

EMAIL: [clerk@phpc.norfolkparishes.gov.uk](mailto:clerk@phpc.norfolkparishes.gov.uk)

POST: Potter Heigham Parish Council 5 Sceptre Close, Hellesdon, Norwich, NR6 5HE

| Information to be published                                                                                                                                                                                                                                                    | How the information can be obtained | Cost |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only.<br><br>N.B. Councils should already be publishing as much information as possible about how they can be contacted. |                                     |      |
| Who's who on the Council and its Committees                                                                                                                                                                                                                                    | Website                             |      |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                                                                         | Website                             |      |
| Location of main Council office and accessibility details                                                                                                                                                                                                                      | Website                             |      |
| Staffing structure                                                                                                                                                                                                                                                             | Website                             |      |

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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum |                      |               |
| Annual return form and report by auditor                                                                                                                                                                                              | Website or hard copy | 20p per sheet |
| Finalised budget                                                                                                                                                                                                                      | Website or hard copy | 20p per sheet |
| Precept                                                                                                                                                                                                                               | Website or hard copy | 20p per sheet |
| Financial Standing Orders and Regulations                                                                                                                                                                                             | Website or hard copy | 20p per sheet |
| Grants given and received                                                                                                                                                                                                             | Website or hard copy | 20p per sheet |
| List of current contracts awarded and value of contract                                                                                                                                                                               | Website or hard copy | 20p per sheet |
| Members' allowances and expenses                                                                                                                                                                                                      | Website or hard copy | 20p per sheet |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current and previous year as a minimum                                            |                      |               |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                                                                                                                 | Website or hard copy | 20p per sheet |
|                                                                                                                                                                                                                                       |                      |               |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum                                                                                      |                      |               |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                                                                          | Website or hard copy | 20p per sheet |

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| Agendas of meetings (as above)                                                                                                                                                                                                                                                                  | Website or hard copy         | 20p per sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.                                                                                                                                                                        | Website or hard copy         | 20p per sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.                                                                                                                                                                 | Website or hard copy         | 20p per sheet |
| Responses to planning applications                                                                                                                                                                                                                                                              | NNDC/BA Website or hard copy | 20p per sheet |
| Bye-laws                                                                                                                                                                                                                                                                                        | Website or hard copy         | 20p per sheet |
|                                                                                                                                                                                                                                                                                                 |                              |               |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only                                                                                                               |                              |               |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements                                                              | Website or hard copy         | 20p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal instructions to staff and policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies) | Website or hard copy         | 20p per sheet |

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| Policies and procedures for handling requests for information                                                                                      |                      |               |
| Complaints procedures (including those covering requests for information and operating the publication scheme)                                     |                      |               |
| Information security policy                                                                                                                        | Website or hard copy | 20p per sheet |
| Records management policies (records retention, destruction and archive)                                                                           | Website or hard copy | 20p per sheet |
| Data protection policies                                                                                                                           | Website or hard copy | 20p per sheet |
| Schedule of charges (for the publication of information)                                                                                           | Website or hard copy | 20p per sheet |
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| <b>Class 6 – Lists and Registers</b>                                                                                                               |                      |               |
| Currently maintained lists and registers only                                                                                                      |                      |               |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Website or hard copy | 20p per sheet |
| Assets register                                                                                                                                    | Website or hard copy | 20p per sheet |
| Register of members' interests                                                                                                                     | Website or hard copy | 20p per sheet |
| Register of gifts and hospitality                                                                                                                  | Website or hard copy | 20p per sheet |
|                                                                                                                                                    |                      |               |
| <b>Class 7 – The services we offer</b>                                                                                                             |                      |               |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)                     |                      |               |
| Current information only                                                                                                                           |                      |               |
| Allotments                                                                                                                                         | Website              |               |

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|---------------------------------------------------|---------|--|
| Parks, playing fields and recreational facilities | Website |  |
| Seating and litter bins                           | Website |  |
| Bus shelters                                      | Website |  |