

Publication Scheme

This scheme commits Norton & Cuckney Parish Council

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To make this publication scheme available to the public.

Classes of Information Provided:

Internal Practice & Procedures

- Contact details for Clerk and Councillors
- Timetable of Meetings
- Agendas of meetings
- Minutes of Council from 1 January 2018
- Councils Annual Report to the Annual Parish Meeting
- Procedural Standing Orders
- Code of Conduct

Code of Conduct

- Members Declaration of acceptance of Office
- Members Register of Interest

Periodic Electoral Review

- Information concerning changes to Electoral arrangements of the Parish. It can include recommendations for the creation of new wards, amendment of existing wards, proposals for new names of existing wards and alterations to the number of councillors to be elected to the Council

Employment Practice & Procedure

- Terms and conditions of employment
- Job descriptions

NORTON AND CUCKNEY PARISH COUNCIL

- Health & Safety Policy
- Equality & Diversity Policy
- Policy for handling information Requests
- Complaints Policy

Planning Documents

- Responses to planning applications

Audit & Accounts

- Annual return and Statutory report by Auditor
- Precept request
- Bank statements
- VAT records
- Precept
- Grants Given & Received
- Asset Register
- Risk Assessments

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The majority of this information can be obtained from parish website

<http://nortonandcuckney-pc.gov.uk/>

or by contacting the Clerk to the Council

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Signed..... Chair

Dated.....