

Information available in accordance  
with the

## **Freedom of Information Act 2005**



This Publication Scheme was re-  
adopted by Ruskington Parish Council at  
the following meeting:

11 July 2023

Minute Ref: 6.2., page 44-2023

**Class 1 – Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

NB – Councils should already be publishing as much information as possible about how they can be contacted.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> (see Schedule of Charges)
Who's who on the Parish Council and its Committees	Parish notice board Parish website Hard copy on request	Free Free As per Schedule of Charges
Contact details for Council members, the Parish Clerk and Responsible Finance Officer (RFO)	Parish notice board Parish website Signpost Magazine Hard copy on request	Free Free As per Schedule of Charges
Location of main Council Office and accessibility details	Parish notice board Parish website Hard copy on request	Free Free As per Schedule of Charges
Staffing structure	Contact the Parish Clerk	As per Schedule of Charges

**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 FY as a minimum

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> (see Schedule of Charges)
Annual return form and report by auditor	Parish notice board Parish website Hard copy on request	Free Free As per Schedule of Charges
Finalised budget	Contact the Parish Clerk	As per Schedule of Charges
Borrowing Approval letter (if applicable)	Contact the Parish Clerk	As per Schedule of Charges
Standing Orders and Financial Regulations	Parish website Hard copy on request	Free As per Schedule of Charges
Grants given and received	Contact the Parish Clerk	As per Schedule of Charges
List of current contracts awarded and value of contract	Contact the Parish Clerk	As per Schedule of Charges
Members' allowance and expenses	Contact the Parish Clerk	As per Schedule of Charges

**Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> (see Schedule of Charges)
Parish Plan	No Parish Plan adopted	Not applicable
Annual Report at the Parish Meeting	Parish website Hard copy on request	Free As per Schedule of Charges
Quality Council status		
Local charters drawn up in accordance with DCLG guidelines	None held	Not applicable

<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions) Current and previous Council year as a minimum		
<b>Information to be published</b> Excludes matters discussed under closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and not for publication by virtue of section 100(a) para 4 of the Local Government Act 1972	<b>How the information can be obtained</b>	<b>Cost</b> (see Schedule of Charges)
Timetable of meetings (Council, Committee and sub-Committee)	Parish notice board Parish website Hard copy on request	Free Free As per Schedule of Charges
Agenda of meetings (Council, Committee and sub-Committee)	Parish notice board Parish website Hard copy on request Promulgated via social media	Free Free As per Schedule of Charges
Minutes of meetings (Council, Committee and sub-Committee)	Parish website Hard copy on request	Free As per Schedule of Charges
Reports presented to Council meetings	Hard copy on request	As per Schedule of Charges
Responses to consultation papers	Hard copy on request	As per Schedule of Charges
Responses to planning applications	NKDC website – planning <a href="http://www.n-kesteven.gov.uk">www.n-kesteven.gov.uk</a> Hard copy on request	Free As per Schedule of Charges

Bye-laws	Hard copy on request	As per Schedule of Charges
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> (see Schedule of Charges)
Policies and procedures for the conduct of Council business: Standing Orders and Financial Regulations; Committee and sub-Committee Terms of Reference; Delegated authority in respect of Officers; Code of Conduct and Policy statements	Parish website Hard copy on request	Free As per Schedule of Charges
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)	Parish website Hard copy on request	Free As per Schedule of Charges
Information security policy	Parish website Hard copy on request	Free As per Schedule of Charges
Records management policies (records retention, destruction and archive)	Hard copy on request	As per Schedule of Charges
Data protection policies	Hard copy on request	As per Schedule of Charges
Schedule of charges (for the publication of information)	Parish website Hard copy on request	Free As per Schedule of Charges

**Class 6 – Lists and Registers**

Current information only

Any publicly available register and list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish website Hard copy on request	Free As per Schedule of Charges
Asset Register	Parish website Hard copy on request	Free As per Schedule of Charges
Disclosure Log (Indicating the information that has been provided in response to request; recommended as good practice, but may not be held by Parish Councils)	Hard copy on request	As per Schedule of Charges
Register of Members interests	NKDC website <a href="http://www.n-kesteven.gov.uk">www.n-kesteven.gov.uk</a> Hard copy on request	Free As per Schedule of Charges
Register of gifts and hospitality	Hard copy on request	As per Schedule of Charges

## 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 Review costs due to inflation	Photocopying 20p per single sided sheet (black and white copy) 30p per single sided sheet (full colour)	Actual cost
Postage	Postage	Actual cost
Staff time Review costs due to inflation	Clerk   £ 30.00 RFO   £ 25.00	Pro rata
Statutory Fee	Actual cost of any associated Statutory Fee	In accordance with the relevant legislation (Statute must be quoted)
Other		