

Freedom of Information Publication Scheme

Information available in accordance with the Freedom of Information Act 2000

Adopted by Ruskington Parish Council at the following meeting:

19 July 2024, Minute Ref: 8.3., page 51-2024

For review July 2025.

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Ruskington Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Ruskington Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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 Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act).

Who we are and what we do

Ruskington Parish Council (RPC) is the first tier of local government, comprising of 13 Members, and serving the electorate of Ruskington, to ensure the village is a pleasant and safe place, to live, to work, and to visit.

RPC owns and maintains the following: Sleaford Road cemetery, Parkfield playing fields, the MUGA, pavilion and changing rooms, play areas at Parkfield, Elmtree Road, Hillside and Beck Close, the Parish Office (including the four office units at the rear of the property), community garden, Horseshoe Hollow, and the allotments on Horseshoe Close. In addition, RPC maintains the public toilets on Church Street (owned by NKDC), the closed churchyard at All Saints Church, and the extension of the community garden (land owned by Lincolnshire Co-op). RPC is also responsible for arranging the grass cutting of some verges within the village on behalf of Lincolnshire County Council.

In compliance with legislation, RPC business is shared on its website and noticeboard, including agendas and minutes, financial information, dates for meetings, and Members' information. The website also includes Council policies and cemetery information and provides links to NKDC, LCC, local schools and places of worship, and Fix my Street. In addition, wherever relevant, information is shared on RPC's social media communication channels, such as Facebook, LinkedIn and Instagram.

Information to be published	How the information can be obtained	Cost (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 newsletter 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

Information to be published	How the information can be obtained	Cost (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	Parish website	Free
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)

Information to be published	How the information can be obtained	Cost (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	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	None held	Not applicable

Class 4 – How we make decisions

(Decision making process and records of decisions)

Current and previous Council year as a minimum

Information to be published 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	How the information can be obtained	Cost (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 Clerk's report on the website with minutes of meetings	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 www.n-kesteven.gov.uk Hard copy on request	Free As per Schedule of Charges
Bye-laws	Hard copy on request	As per Schedule of Charges

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained	Cost (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 www.n-kesteven.gov.uk 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	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)

Requests for information should be made to the Parish Clerk by email clerk@ruskingtonpc.org.uk or in writing by post to The Clerk, Ruskington Parish Council, 7-9 High Street North, Ruskington, Sleaford, NG34 9DY.

Complaints Procedure:

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the parish council's website or the Clerk.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.