



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## Information available from Ecclesfield Parish Council under The Model Publication Scheme

| Information to be published  | How the information can be obtained                             |
|--|---|
| <p><b>Class 1 – Who are we and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>(Hard copy and/or Website)</p> <p>Website</p>                |
| Who's 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.  | Hard copy   |
| <p><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)</p> <p>Current and previous financial year as a minimum</p>                                      | <p>Website and/or Hard copy</p> <p>Website and/or Hard copy</p> |

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| Annual return form and report by Auditor   | Website   |
| Finalised budget   | Website   |
| Precept  | Website   |
| Borrowing Approval letter  | Hard copy when needed   |
| Financial Standing Orders and Regulations  | Website   |
| Grants given and received  | Website   |
| List of current contracts awarded and value of contract  | Hard copy (Minutes)   |
| Members' allowances and expenses   | Hard copy (Minutes)   |
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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) | Website and/or Hard copy  |
| Parish Plan (current and previous year as a minimum)   | Hard copy –<br>Ecclesfield village plan<br>Grenoside village plan |
| Annual Report to Parish or Community Meeting   | Hard copy   |
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| <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 | Website and/or Hard copy  |
| Timetable of meetings (Council, any Committees/sub-Committee meetings and Parish meetings)   | Website and/or Hard copy  |
| Agendas of meetings (as above)   | Website and/or Hard copy  |
| Reports presented to Council meetings – N.B. this will exclude information that is properly regarded as private to the meeting                   | Website and/or Hard copy  |
| Responses to consultation papers   | Website and/or Hard copy  |
| Responses to planning applications   | Sheffield City Council Website and/or Hard copy (Minutes)         |
| Bye-laws   | Hard copy   |
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| <b>Class 5 – Our Policies and procedures</b>   |   |

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| <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only<br/>The Council itself is involved with the policies and procedures for delivering services to Parishioners. All services delivered to Parishioners are approved by the Council and implemented by the Officers of the Council or by some members of the Council in certain circumstances. All the current written protocols are available by examination of the Council's minutes.</p>   | <p>Website and/or Hard copy</p>  |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>Risk Assessment</li> <li>Procedural Standing Orders</li> <li>Committee and Sub-Committee terms of reference</li> <li>Delegated authority in respect of others</li> <li>Code of Conduct</li> <li>Policy statements</li> </ul>  | <p>Website and/or Hard copy<br/>Website and/or Hard copy<br/>Website and/or Hard copy<br/>Website and/or Hard copy<br/>Website and/or Hard copy<br/>Website and/or Hard copy</p> |
| <p>Policies and procedures for the provision of services and about the employment of Staff:</p> <p><b>Internal policies relating to the delivery of services</b></p> <p><b>Decision making</b><br/>The Council makes all decisions on major items of expenditure of time, resources and money. The Staff are then relied upon to implement these policies in accordance set out particularly in Council minutes.</p> <p><b>Equality and diversity policy</b><br/>The Council strives to treat all members of society equally. The following areas are always considered when the public comes into contact with the Council. Age, disability, gender, sexual</p> | <p>Website</p> <p>Website and/or Hard copy</p> <p>Website and/or Hard copy</p>   |

orientation, race and ethnicity, religion or belief, human rights and carers. The Council offices are arranged to admit members of society with various physical problems e.g. wheelchair access, ramps, etc. All posts with the Council are advertised universally and all applications received are assessed on their merits without regards to any particular physical, mental problems etc. and there is equality between the sexes when appointments are being made by the Council.

The flexibility of working hours and practices are treated fairly by the Council. In particular, the age discrimination is taken into account by the Council with the Staff currently employed. The Council believes that all practices do cover the requirements of the human rights legislation.

#### **Health and Safety Policy**

This is set out in a booklet, which all Staff have seen and is kept up to date.

#### **Recruitment policies (including current vacancies)**

A Council decision is required to deal with current vacancies. The Staffing sub-Committee will also be involved in decisions regarding the job specification, person specification, salary, hours to be worked, objectives of the post etc. These will be conveyed to applicants. The sub-Committee is usually formed to interview applicants and make recommendations to the Staffing sub which in turn reports to the Finance Committee which in turn reports to the Council for approval for action.

#### **Policies and procedures for handling requests for information**

Hard copy and/or Hard copy

Website and/or Hard copy

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| <p>These are in accordance with the legal requirements published and all request for information are responded to as soon as possible and in any case within the time scale allowed.</p> <p><b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b><br/>All complaints are dealt with initially by the Staff, and then if the complainant is dissatisfied, their complaint is dealt with by the Council sitting as a body and making a corporate decision on the complaint.</p> | <p>Website and/or Hard copy</p> <p>Website and/or Hard copy</p> |
| <p><b>Information security policy</b><br/>This is dealt with in accordance with current legislation and covers in particular, items of a confidential nature.</p>   | <p>Website and/or Hard copy</p>                                 |
| <p><b>Records management policies (records, retention, destruction and archive)</b><br/>The Council has laid down a specific timetable for the retention of destruction and archiving of various forms of data and the Staff are expected to comply with the instructions given.</p>  | <p>Website and/or Hard copy</p>                                 |
| <p><b>Data Protection policies</b><br/>These are in accordance with the legislation laid down.</p>  | <p>Website and/or Hard copy (minutes)</p>                       |
| <p><b>Schedule of charges (for the publication of information)</b><br/>The Council does not levy charges for the publication of information requested.</p>  | <p>Website and/or Hard copy</p>                                 |
|   |   |
| <p><b>Class 6 – Lists and Registers</b></p>   | <p>Website and/or Hard copy</p>                                 |
| <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision will suffice).</p>   | <p>Website and/or Hard copy</p>                                 |
| <p>Assets Register.</p>   | <p>Website and/or Hard Copy</p>                                 |
| <p>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).</p>  | <p>Hard copy</p>  |

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| Register of members' interest.  | Website and/or Hard copy                        |
| Register of gifts and hospitality.  | Hard copy (minutes)                             |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including guidance and newsletters produced for the public and businesses). | Website and/or Hard copy                        |
| Community Centres and village halls.  | Website and/or Hard copy                        |
| Parks, Playing fields and recreational facilities.  | Website and/or Hard copy                        |
| Litter bins, clocks, memorials and lighting.  | Website and/or Hard copy                        |
| A summary of evidence of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees).                              | Lettings<br>Website and/ or Hard copy (minutes) |

## 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                               |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying for members of the public*<br><br>5p per copy for black A4<br><br>10p per copy for colour A4<br><br>15p per copy for black A3<br><br>20p per copy for colour A3<br><br>Photocopying for groups that have Ecclesfield Parish Council representatives are free of charge | <b>All items supplied are free of charge.</b> |

|                      |                                       |  |
|----------------------|---------------------------------------|--|
|                      | Up to 200 black and 100 colour copies |  |
| <b>Statutory fee</b> | n/a                                   |  |
| <b>Other</b>         | n/a                                   |  |

\*Based on the actual cost incurred by the Council. Please note that where a hard copy of a document is provided in electronic form the item will be provided free of charge.

**Date Approved February 2021**

**Review Date February 2022**

**Contact details**

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