

Information available from Ecclesfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (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 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	Hard Copy Clerk D.5
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>Website</p>
Annual return form and report by auditor	Hard copy – File 1A
Finalised budget	Website
Precept	Website
Borrowing Approval letter	Hard copy when needed
Financial Standing Orders and Regulations	Hard copy – Clerk D3.22

Grants given and received	Website
List of current contracts awarded and value of contract	Hard copy - Minutes
Members' allowances and expenses	Hard copy - Minutes
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy Minutes
Parish Plan (current and previous year as a minimum)	Hard copy when needed
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy - File 47
Quality status	Website when needed
Local charters drawn up in accordance with DCLG guidelines	Hard copy – Ecclesfield Village Plan Grenoside Village Plan
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy Minutes Minutes
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Hard copy - website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Minutes
Responses to consultation papers	Hard Copy Minutes
Responses to planning applications	Website - Minutes
Bye-laws	Hard Copy – File 6

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only The Parish Council itself is involved with the policies and procedures for delivering services to Parishioners. All services delivered to Parishioners are approved by the Parish 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>Hard Copy/Website</p>
<p>Policies and procedures for the conduct of council business: Risk Assessment Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy/Website File 22 File – D3.24 Minutes Minutes Hard copy – File 11b Minutes</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Decision making The Parish 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. Liaison with members of the Council on a daily basis is practiced in order to avoid any confusion as to objectives and priorities in connection with the delivery of services.</p> <p>Equality and diversity policy The Parish Council strives to treat all members of society equally. The following areas are always considered when the public come into contact with the Parish Council. Age, disability, gender, sexual orientation, race and ethnicity, religion or belief, human rights and</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>

carers. The Parish Council offices are arranged in order to admit members of society with various physical problems e.g. wheelchair access, ramps etc. All posts with the Parish Council are advertised universally and all applications received are assessed on their merits without regard to any particular physical, mental problems etc. and there is equality between the sexes when appointments are being made by the Parish Council.

The flexibility of working hours and practices are treated fairly by the Parish Council. In particular the age discrimination is taken into account presently by the Council with the staff currently employed. The Parish Council believes that all the 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 in order 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. The recruitment advertisements make very clear that all applicants are treated equally in every respect.

Policies and procedures for handling requests for information

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.

Complaints procedures (including those covering requests for information and operating the publication scheme)

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.

Hard copy – File 25

<p>Information security policy This is dealt with in accordance with current legislation and covers in particular, items of a confidential nature.</p>	Hard Copy – File 92
<p>Records management policies (records retention, destruction and archive) The Parish 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>	Hard Copy - Minutes
<p>Data protection policies These are in accordance with the legislation laid down.</p>	Hard Copy – Minutes File 115
<p>Schedule of charges (for the publication of information) The Parish Council does not levy charges for the publication of information requested.</p>	Website
<p>Class 6 – Lists and Registers A log is currently available as a hard copy.</p>	Hard Copy Files 11B, 36, 39 Files 11A (Clerk.D.2.5) Grants - website
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	Register of Electors Hard Copy
<p>Assets Register</p>	Hard Copy – File 1A
<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>	Hard Copy – File 92A
<p>Register of members' interests</p>	Hard Copy – Clerk.D2.5
<p>Register of gifts and hospitality</p>	Hard Copy - Minutes
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) The Parish Council presently makes available the Parish Community Centre freely to local</p>	Website

voluntary groups in the parish. This is a hall attached to the Parish Council building and is maintained by the Council for the purpose of voluntary groups meeting in the area. The hall is also used for meetings which the Parish Council chamber would not accommodate e.g. the Annual Parish Meeting.	
Community centres and village halls	Website/Hard Copy File 16, 69, minutes
Parks, playing fields and recreational facilities	-
Litter bins, clocks, memorials and lighting	Hard copy – Memorial Garden File 82
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Lettings Website – Hard copy, minutes
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details:

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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	Photocopying @ ..p per sheet (black & white)	All items supplied are free of charge.
	Photocopying @ ..p per sheet (colour)	
	Postage	
Statutory Fee		
Other		

* the actual cost incurred by the public authority