



Publication Scheme for Stirchley and Brookside Parish Council February 2019

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the whole public sector. Since then the Local Government Transparency Code 2014 and Access to Local Government Meetings and Documents, Local Audit and Accountability Act 2014 have increased the responsibility of local government bodies to make information more accessible.

Stirchley and Brookside Parish Council will:

- Proactively publish or make available, as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- Specify the information held by the council within the classifications below;
- Proactively publish or make available as a matter of routine information in line with the statements contained within this publication scheme;
- Wherever possible we will provide information through our website;
- Any charges will be in line with the schedule of charges in this guide;
- Where information is only available to view in person at the Parish Office, we will arrange an appointment within a reasonable timescale or find a suitable alternative means of communicating the information;
- Information will generally be provided in English only. Where we are required to provide information in other languages, this information will be translated;
- We have obligations under the Disability and Discrimination Act to provide information in other formats. These guidelines will be adhered to when proactively providing information;
- We will ensure local residents are aware of the information we make readily available and that they may request information which is not provided for in the scheme;
- We will provide our complaints procedures for an individual who is dissatisfied with the service or quality of routinely published information.
- We will review and update the information made available under the publication scheme.

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Some information may be omitted. This will happen when a prohibition on release exists for material contained in the original information; examples include personal data or sensitive information.

Information to be published	How this information is available
Class 1: Who we are and what we do	
Your Councillors and how to contact them	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Your-Councillors.aspx
Committee membership	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Committees.aspx
Location of Parish Council office and accessibility details	https://www.stirchleyandbrooksideparishcouncil.gov.uk/
Staffing structure and contact details	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Council-Staff.aspx
Constitutional and legal governance	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Governing-Documents.aspx
Class 2: What we spend and how we spend it	
Published Quarterly	
Payments over £500	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Finance.aspx
Invitation to tender for goods and/or services exceeding £5,000	
Contracts exceeding £5,000	
Published Annually	
Grants to voluntary, community and social enterprise	Parish Office – notes to the accounts
Annual return form (current and previous financial year)	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Annual-Return.aspx
Report by auditor (current and previous financial year)	Parish Office
Finalised budget and Precept	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Budget.aspx
Financial Regulations	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Financial-Regulations.aspx
Members allowances and expenses	Parish Office / Minutes of AGM
Class 3: What our priorities are and how we are doing	
Parish Plan	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Strategic-Parish-Plan.aspx
Annual Report	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Annual-Reports.aspx

Information to be published	How this information is available
Class 4: How we make decisions	
Timetable of Meetings	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Meeting-Dates-and-Agendas-Current-Year.aspx Noticeboard, Parish Office
Agendas of Meetings	
Minutes of Meetings (excluding information that is properly regarded as private to the meeting)	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Meeting-Dates-and-Agendas-Current-Year.aspx As recorded in relevant minutes
Reports on decisions taken by officers	
Reports presented to Council Meetings (excluding information that is properly regarded as private to the meeting)	
Responses to consultation papers	
Responses to planning applications	
Class 5: Our policies and procedures	
Protocols and procedures for delivering service and responsibilities	
Memorial Safety Policy	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Other-Policies-and-Procedures.aspx
Allotment Application Form and Tenancy Agreements Application for shed	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Allotments.aspx
Gardening Scheme – Policy and Application Form	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Gardening-Service.aspx
Grants – Policy and Application form	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Grants.aspx
The Sambrook Centre Room Hire – Costs and Application Form	https://www.stirchleyandbrooksideparishcouncil.gov.uk/The-Sambrook-Centre.aspx https://www.facebook.com/The-Sambrook-Centre-103077529851020/
Safeguarding and Child Protection Policies and Procedures	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Safeguarding-.aspx

Information to be published	How this information is available
Policies and procedures for the conduct of council business	
Standing Orders	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Standing-Orders.aspx
Organisational and Financial Risk Assessments	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Finance.aspx
Complaints procedures	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Other-Policies-and-Procedures.aspx
Committee and Sub Committee terms of reference	
Scheme of delegation	
Code of Conduct	
Investment Policy	
Policy on Reserves	
Co-Option	
Equality and diversity policy	
Health and Safety policy	
Media and Social Media Policy	
Policies and procedures about the employment of staff	
Leave (annual, sick, special)	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Personnel-Policies-.aspx
Capability Management	
Stress Management	
Payment of Salaries in advance	
Discipline and Grievance Procedures	
Staff leaving the Council	
Staff Training	
Lone Working	
Anti-Bullying	
Volunteer Policy	

Information to be published	How this information is available
Re-banding Pension Contributions	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Personnel-Policies-.aspx
Policy on Council's Discretions (LGPS)	
Information security policy	
Records management polices (records retention, destruction and archive)	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Data-Protection.aspx
Schedule of charges	
Privacy Policy	
General Privacy Notice	
Class 6: Lists and Registers	
Assets register	Parish Office
Register of members' disposable pecuniary interests	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Your-Councillors.aspx
Register of gifts and hospitality	Parish Office
Class 7: The services we offer	
Allotments	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Allotments.aspx
Community Activities	Newsletter
Funzone / Youth Services	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Youth-Services.aspx
Gardening Service	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Gardening-Service.aspx
Newsletters	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Newsletters-.aspx
PET Scheme	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Parish-Environmental-Team.aspx
St James Closed Churchyard	Parish Office
The Sambrook Centre	https://www.stirchleyandbrooksideparishcouncil.gov.uk/The-Sambrook-Centre.aspx
Heritage Trail	https://www.stirchleyandbrooksideparishcouncil.gov.uk/Heritage-Trail.aspx

The Parish Council office is open Monday to Friday 9.30am to 4.30pm The Sambrook Centre, Grange Avenue, Stirchley, TF3 1FL	
You can telephone us on: 01952 567140 01952 567142 Parish Clerk	Our email address is: enquiries@sbpc.org.uk Information is also available on our website: www.stirchleyandbrooksideparishcouncil.gov.uk
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Review: February 2021