

**Newborough and Borough Fen Publication Scheme**

Precept	Hard Copy	10p per sheet plus postage
Financial Standing Orders and Regulations	Hard Copy	10p per sheet plus postage
	Website	Free
Grants given and received	Hard copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage
Members allowances and expenses	N/A	
<b>CLASS 3 - What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish/Neighbourhood Plan	N/A	Neighbourhood plan being developed
Annual Report to Parish or community meeting (current and previous year as a minimum)	Hard copy	10p per sheet plus postage
	Website	Free
Quality Status Documentation	N/A	-working towards becoming a quality council
<b>CLASS 4 - How we make decisions</b>		
Decision making processes and records of decisions (current and previous council year as a minimum)		
Timetable of meetings (council, committee, sub-committee and parish meetings)	Website	Free
Agendas of meetings (A/A)	Hard copy	10p per sheet plus postage
	Website	Free
Minutes of meetings (A/A) NB This will exclude information that is properly regarded as private to the meeting	Hard copy	10p per sheet plus postage
	Website	Free
Reports presented to council meetings NB This will exclude information that is properly regarded as private to the meeting	Hard copy	10p per sheet plus postage
Responses to consultation papers	Hard copy	10p per sheet plus postage
Responses to planning applications	Hard copy	10p per sheet plus postage
<b>CLASS 5 - policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Current information only		
Policies and procedures for the conduct of council business		
Procedural standing orders	Hard copy	10p per sheet plus postage
Committee and sub-committee terms of reference	Hard copy	10p per sheet plus postage
Delegated authority in respect of officers	Hard copy	10p per sheet plus postage
Code of conduct	Hard copy	10p per sheet plus postage
Policy statements	Hard copy	10p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff-		
Internal policies relating to the delivery of services	Hard copy	10p per sheet plus postage
Equality and diversity policy	Hard copy	10p per sheet plus postage
Health and safety policy	Hard copy	10p per sheet plus postage
Recruitment policies (including current vacancies)	Hard copy	10p per sheet plus postage
Policies and procedures for handling requests of information	Hard copy	10p per sheet plus postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p per sheet plus postage
Information security policy	Hard copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet plus postage
Data protection policies	Hard copy	10p per sheet plus postage
Schedule of charges (for the publication of information)	Hard copy	10p per sheet plus postage
	Website	Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision should suffice)	Hard copy	10p per sheet plus postage
Assets Register	Hard copy	10p per sheet plus postage
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)	N/A	
Register of Members Interests	PCC website	- <a href="https://www.peterborough.gov.uk/">https://www.peterborough.gov.uk/</a>
Register of gifts and hospitality	N/A	
<b>CLASS 7 - The Services We Offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy	10p per sheet plus postage
	Website	Free
Burial grounds/ cemeteries and closed church yards	Hard copy	10p per sheet plus postage
	Website	Free
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet plus postage
Bus shelters	Hard copy	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy	10p per sheet plus postage

**CONTACT DETAILS**

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