

## Blaby Parish Council Information available under the model publication scheme

**Website: [www.blabyparishcouncil.org](http://www.blabyparishcouncil.org)**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Blaby Parish Council Notice Board Hard Copy – Contact Manager	Free Free Free
Contact details for Manager and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – Contact Manager	Free Free
Location of main Council office and accessibility details	Blaby Parish Council, Blaby Civic Centre, 22-24 Leicester Road, Blaby, Leicester, LE8 4GQ. Office Hours 10.00am-3.00 pm. Details Available on Website	Free
Staffing structure	Hard Copy – Contact Manager Website	Free Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.		
Annual return form and report by auditor	Hard Copy – Contact Manager	Charge £1 per sheet
Finalised budget	Website Hard Copy – Contact Manager	Free Charge £1 per sheet
Precept	Website Hard Copy – Contact Manager	Free Charge £1 per sheet
Financial Standing Orders and Regulations	Website Hard Copy – Contact Manager	Free Charge £1 per sheet

Blaby Parish Council General Policy No.6 – Information available under the model publication scheme

Grants given and received	Website (Council & Committee Minutes) Hard Copy – Contact Manager	Free Charge £1 per sheet
List of current contracts awarded and value of contract	Website (Council & Committee Minutes) Hard Copy – Contact Manager	Free Charge £1 per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Appraisal – Previous plan available	Not Applicable	
Annual Report to Parish Meeting	Website Hard Copy – Contact Manager	Free Charge £1 per sheet
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Notice Boards Hard Copy – Contact Manager	Free Free Charge £1 per sheet
Agendas of meetings (as above)	Website Parish Notice Board Hard Copy – Contact Manager	Free Free Charge £1 per sheet
Ratified Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Minutes available for inspection at Council Offices Hard Copy – Contact Manager	Free Free Charge £1 per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Reports available for inspection at Council Offices Hard Copy – Contact Manager	Free Charge £1 per sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Council Offices Hard Copy – Contact Manager	Free Free Charge £1 per sheet

Blaby Parish Council General Policy No.6 – Information available under the model publication scheme

Responses to planning applications	Website (Minutes) Responses available for inspection at Council Offices Hard Copy – Contact Manager	Free Free Charge £1 per sheet
Bye-laws	Inspection at Council Offices Hard Copy – Contact Manager	Free Charge £1 per sheet
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements & Mission Statement	Website Documents available for inspection at Council Offices Hard Copy – Contact Manager	Free Free Charge £1 per sheet
Policies and procedures for the provision of services and about the employment of staff: Equal Opportunities policy Health and safety policy Job Descriptions Terms of Employment Complaints procedure / Data Protection Scheme	Documents available for inspection at Council Offices  Hard Copy – Contact Manager	Free  Charge £1 per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Documents available for inspection at Council Offices Hard Copy – Contact Manager	Free Charge £1 per sheet
Register of gifts and hospitality	Documents available for inspection at Council Offices Hard Copy – Contact Manager	Free Charge £1 per sheet

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<p><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</p>	<p>Website                  Documents available at Council Offices                  Contact Manager for information available</p>	<p>Free                  Free                  Charge £1 per sheet</p>
<p><b>Additional Information</b>                  Freedom of Information Publication Scheme Guidance Notes                  Cemetery Records of the Blaby Burial Authority (Limited Information)                  Deeds Information relating to plots within Mill Lane Cemetery, Blaby (Limited Information dependant on Requester)                  Confidential Minutes / Matters</p>	<p>Website                  Documents available at Council Offices                  Contact Manager for information available                    Hard Copy – Contact Manager</p>	<p>Free                  Free                  Charge £1 per sheet                  Charge £25 per sheet</p>

**Contact details:**

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 Email: [manager@blabyparishcouncil.org](mailto:manager@blabyparishcouncil.org)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and is published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement Cost</b>	Photocopying @ £1 per sheet (black & white)	Copying, Paper & Administration Charge £1 per sheet
	Photocopying @ £1.75p per sheet (colour)	Copying, Paper & Administration Charge £1.75p per sheet
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class
<b>Supply information not listed in publication scheme</b>	£13.50 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum charge £13.50)	Actual average salary costs per hour
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation

Updated Yearly, Last Updated November 2019