

Guide to Information

(For adoption alongside the ICO Model Publication Scheme)

Guide to Information Available from Embleton Parish Council

Information is available on the Council's website:

www.embletonparishcouncil.gov.uk

Hard copies are available on request from the Clerk.

Class 1 – Who We Are and What We Do

- Contact details for the Council and Clerk
- Councillor names and responsibilities
- Committee and Working Group membership
- Council structure
- Meeting schedule

Class 2 – What We Spend and How We Spend It

- Annual budget
- Precept information
- Annual accounts
- AGAR and external audit reports
- Asset register
- Grants awarded
- Financial Regulations

Class 3 – What Our Priorities Are and How We Are Doing

- Annual reports (if produced)
- Strategic plans (if adopted)
- Biodiversity duty information
- Community consultation documents

Class 4 – How We Make Decisions

- Agendas
- Minutes
- Reports presented to Council
- Responses to planning applications
- Public consultation responses

Class 5 – Our Policies and Procedures

- Standing Orders
- Code of Conduct
- Publication Scheme
- Complaints Procedure
- Data Protection Policy
- Privacy Notices
- Risk Register
- Health and Safety Policy
- Reserves Policy

Class 6 – Lists and Registers

- Register of Members' Interests (held by Northumberland County Council Monitoring Officer)
- Register of Gifts and Hospitality
- Asset Register
- Register of Delegations (if applicable)

Class 7 – The Services We Offer

- Play park
- Burial services (via Embleton Joint Burial Committee)
- Community assets
- Grant schemes