

Hawkesbury Parish Council

HAWKESBURY PARISH COUNCIL FREEDOM OF INFORMATION ACT NEW MODEL PUBLICATION SCHEME

The Council resolved at its meeting on 4th April 2016 to adopt the Freedom of Information Act New Model Publication Scheme recommended by the National Association of Local Councils (Legal Briefing L19/08 dated 11 September 2008):

Date adopted _____

Chairman's signature _____

Minute number _____

Information available from Hawkesbury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, location and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy E-mail</p> <p>Annual Newsletter</p>	<p>20p/page 10p/page</p> <p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Hard Copy E-mail</p> <p>Annual Newsletter</p>	<p>20p/page 10p/page</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Staffing structure</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>

<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>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Finalised budget</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Precept</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Borrowing Approval letter</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Grants given and received</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy E-mail	20p/page 10p/page
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy E-mail	20p/page 10p/page
Quality status		
Parish and Town Council Charter	Hard Copy E-mail	20p/page 10p/page
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy E-mail	20p/page 10p/page
Current and previous council year as a minimum		
Timetable of meetings (Council, any sub-committee meetings and parish meetings)	Hard Copy E-mail Noticeboard	20p/page 10p/page Free
Agendas of meetings (as above)	Hard Copy E-mail	20p/page 10p/page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy E-mail	20p/page 10p/page
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard Copy E-mail	20p/page 10p/page

Responses to consultation papers	Hard Copy E-mail	20p/page 10p/page
Responses to planning applications	Hard Copy E-mail	20p/page 10p/page
Bye-laws	Hard Copy E-mail	20p/page 10p/page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard Copy E-mail	20p/page 10p/page
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee ad sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy E-mail	20p/page 10p/page

<p>Polices and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Information security policy</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Data protection policies</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy E-mail</p>	<p>20p/page 10p/page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		

Assets Register	Hard Copy E-mail	20p/page 10p/page
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)		
Register of members' interests	Hard Copy E-mail	20p/page 10p/page
Register of gifts and hospitality	Hard Copy E-mail	20p/page 10p/page
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produces for the public and businesses) Current information only	Hard Copy E-mail	20p/page 10p/page
Allotments	Hard Copy E-mail	20p/page 10p/page
Burial grounds and closed churchyards	Hard Copy E-mail	20p/page 10p/page
Community centres and village halls		
Parks, playing fields and recreational facilities		

Seating, litter bins, clocks, memorials and lighting	Hard Copy E-mail	20p/page 10p/page
Bus shelters	Hard Copy E-mail	20p/page 10p/page
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy E-mail	20p/page 10p/page
Additional information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy E-mail	20p/page 10p/page

Contact details: Clerk to the Council, Hawkebury Parish Council 2 Fox Close Hawkesbury Upton GL9 1EQ

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 @ 20p per page	Actual cost* Including printing & administration

	Electronic copies @ 10p per page	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	<p>Charges - in addition to charges for photocopies (see schedule) there may be a charge to cover labour costs In for processing enquiries.</p> <p>The Parish Council will not charge for the first hour of any work. However if the work is likely to exceed one hour the Parish Clerk will advise the likely charges based upon £20.00 per hour or part hour beyond the first hour.</p>	

*the actual cost incurrent by the public authority