SHAVINGTON-CUM-GRESTY PARISH COUNCIL
FREEDOM OF INFORMATION – PUBLICATION SCHEME

INTRODUCTION

The Information Commissioner's Office introduced a model publication scheme which all public sector organisations were required to adopt from 1 January 2009.

PURPOSE OF THE SCHEME/TIMESCALE

The scheme sets out the kinds of information which the Parish Council makes routinely available. This will be provided to anyone requesting it, within 5 working days. Unlike the 20 days allowed for formal 'Freedom of Information' requests, the Parish Council provides the routinely available information either within a few working days via e-mail or post, or if the information is available on the website, the person requesting the information will be referred to the website.

This scheme is based on the Model Publication Scheme to avoid any duplication where requests are made to the Information Commissioner.

CHARGES

The charge for any information, if provided in hard copy, will be 5P per single-sided A4 sheet; however, the Parish Council has discretion to waive such charges.

SCHEME

The following table provides the classes of information which members of the public are entitled to see. This is based on the Model Scheme, and there are some items of information which the Parish Council does not hold.

Information	Notes	How obtained?
Class 1 - Organisational information, structures, locations and contacts		
Who is on the Council and its Committees?		Website/ Notice-board Hard copy/ e-mail
Contact details for Parish Clerk and councillors.		
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
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.		Website/ Hard copy/ e-mail
o Current budget proposals		
o Future budget proposals (forward year only)		
o Annual Return and Auditor's report		
o Finalised budget		
o Precept (and calculation)		
o Grants given and received		
o Financial Standing Orders and Regulations		
o List of current contracts awarded and value of contract		

Information	Notes	How obtained?
o Borrowing approval letter	n/a	
o Members' allowances and expenses scheme	n/a	
Class 3 – What our priorities are and how we are doing?		
Strategies and plans, performance indicators, audits, inspections and reviews.	Audit data only	Website/ Hard copy/ e-mail
Annual report to Parish Meeting (current and previous year)		
Quality Status (Replaced by Local Council Award Scheme)	n/a	
Local charters drawn up in accordance with CLG Guidelines	Not held	
Class 4 – How we make decisions (Decision-making process and records of decisions)		
Current and previous Council year as a minimum		
Timetable of meetings (including Committees and Sub-Committees)		Website/ Hard copy/ e-mail
Agendas of meetings		
Minutes of meetings		
Reports presented to meetings (other than those which are exempt)		
Responses to consultation papers		Hard copy/ e-mail
Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Parish Council business – ○ Procedural Standing Orders ○ Terms of Reference for Committees/Sub-Committees ○ Delegated authority in respect of Officers ○ Code of Conduct ○ Policy Statements		Website/ Hard copy/ e-mail
Policies and procedures for the provision of services and about the employment of staff.		
o Internal policies relating to delivery of services	n/a	
o Equality and diversity policy	n/a	
o Health and Safety policy	n/a	
o Recruitment policies (including current vacancies)	n/a	
o Policies and procedures for handling requests for information.	n/a	

Information	Notes	How obtained?
o Complaints procedure (including those covering requests for information and operation of the publication scheme)		Website/ Hard copy/ e-mail
o Information security policy	n/a	
o Records management policies (records retention, destruction and archive) ==Note: A Document Retention Policy will be submitted to the September meeting.==	n/a	
o Data protection policies ==Note: Parish Council asked to approve document at August 2017 meeting.==	n/a	
o Schedule of charges for the publication of information.	n/a	
Class 6 – Lists and Registers - Currently maintained lists and registers only		
<u>Any publicly available register or list</u>. The Parish Council holds a Register of Members' Interests and a Register of Declaration of Interests. Assets Register Disclosure Log (indicating the information which has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils) Register of gifts and hospitality	Not Held	Website/ Hard copy/ e-mail
Class 7 – The Services we offer (Information about the services including leaflets, guidance and newsletters) – current information only		
O Community centres and village halls O Parks, playing fields and recreational facilities O Seating, litter bins and lighting O A summary of services for which the Parish Council is entitled to recover a fee, together with those fees.		Website/ Hard copy/ e-mail
Additional information Quarterly newsletter.		Delivered to each household in the parish and uploaded onto Website