PART H -

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR

STAUNTON COLEFORD PARISH COUNCIL

(adopted 2/12/2008, effective from 1/1/2009)

Information available from Newland Parish Council under the model publication scheme

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only | | |
| Who’s who on the Council and its Committees | Web site, newsletters  Hard copy – contact Clerk | Free  Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Web site, newsletters  Hard copy – contact Clerk | Free  Free |
| Location of main Council office and accessibility details | See contact details below | --- |
| Staffing structure | Web site, newsletters  Hard copy – contact Clerk | Free  Free |
| **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)  Current and previous financial year as a minimum | | |
| Annual return form and report by auditor | Web site  Hard copy – contact Clerk | Free  Free |
| Finalised budget | Web site  Hard copy – contact Clerk | Free  Free |
| Precept | Web site  Hard copy – contact Clerk | Free  Free |
| ~~Borrowing Approval letter~~ |  |  |
| Financial Standing Orders and Regulations | Web site  Hard copy – contact Clerk | Free  Free |
| Grants given and received | Web site  Hard copy – contact Clerk | Free  Free |
| List of current contracts awarded and value of contract | Hard copy – contact Clerk | Free |
| Members’ allowances and expenses | Web site  Hard copy – contact Clerk | Free  Free |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| ~~Parish Plan (current and previous year as a minimum)~~ |  |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Web site  Hard copy – contact Clerk | Free  Free |
| ~~Quality status~~ |  |  |
| ~~Local charters drawn up in accordance with DCLG guidelines~~ |  |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Web site  Hard copy – contact Clerk | Free  Free |
| Agendas of meetings (as above) | Web site  Hard copy – contact Clerk | Free  Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Web site  Hard copy – contact Clerk | Free  Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Web site  Hard copy – contact Clerk | Free  Free |
| Responses to consultation papers | Web site  Hard copy – contact Clerk | Free  Free |
| Responses to planning applications | Web site  Hard copy – contact Clerk | Free  Free |
| ~~Bye-laws~~ |  |  |
| **Class 5 – Our policies and procedures**  (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  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | }  } Web site  } Hard copy  } – contact Clerk  } | £4  Free  Free  Free  Free |
| Policies and procedures for the provision of services and about the employment of staff:  ~~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  Complaints procedures (including those covering requests for information and operating the publication scheme) | Web site  Hard copy – contact Clerk  Web site  Hard copy – contact Clerk  Web site  Hard copy – contact Clerk | Free  Free  Free  Free  Free  Free |
| ~~Information security policy~~ |  |  |
| ~~Records management policies (records retention, destruction and archive)~~ |  |  |
| ~~Data protection policies~~ |  |  |
| ~~Schedule of charges )for the publication of information)~~ |  |  |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | | |
| ~~Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)~~ |  |  |
| Assets Register | Web site  Hard copy – contact Clerk | Free |
| ~~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 | Web site | Free |
| Register of gifts and hospitality | Inspection, on request to Clerk or District Council | Free |
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| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only  (hard copy or website; some information may only be available by inspection) | | |
| ~~Allotments~~ |  |  |
| ~~Burial grounds and closed churchyards~~ |  |  |
| ~~Community centres and village halls~~ |  |  |
| ~~Parks, playing fields and recreational facilities~~ |  |  |
| Seating, litter bins, ~~clocks~~, ~~memorials and lighting~~ | Hard copy, contact Clerk | Free |
| ~~Bus shelters~~ |  |  |
| ~~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)~~ |  |  |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| ~~Newsletter, delivered to every household in the parish~~ |  |  |
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**Contact details:**

Mr R S Crighton CiLCA By prior appointment 0900 -1700 Monday – Friday (part time)

Locum Clerk

Waterley Bottom T 01594 836454

The Cross

Clearwell E stauntoncolefordpc@gmail.com

Coleford

GL16 8JU

SCHEDULE OF CHARGES

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost |
|  | Photocopying @ 10p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

EXEMPT MATERIAL:

Personal information relating to Councillors (other than required to be declared in the register of Interests)

Personal information relating to employees ie appraisals, specific salary details, disciplinary records, sickness records and the like

Tenders and bids from contractors and suppliers

Note: Data Protection legislation prohibits the publication of certain categories of information.