

## Freedom of Information Act 2000

### Guide to Information provided by Parish/Community Councils under the model publication scheme

#### Information available from Shaw-cum-Donnington Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  Current information only		
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	This is on the website under 'Parish Council, then 'Council Members'.	No charge
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	On website under 'Parish Council, 'About the Parish Council. Councillors email are on website under 'Parish Council' then 'Council Members'.	No charge
Location of main Council office and accessibility details	On website under 'Parish Council' then 'About the Parish Council'	No charge
Staffing structure	On website under 'Parish Council' then 'About the Parish Council'	No charge
<b>Class 2 – What we spend and</b>	(hard copy or website)	

<b>how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Statement of accounts and internal audit report in the format included in the Annual Return form	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Finalised budget	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Precept	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Borrowing Approval letter	Not held	
All items of expenditure above £100	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Financial Standing Orders and Regulations	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Grants given and received		
List of current contracts awarded and value of contract		On request
Members' allowances and expenses	Not held	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	This information is on the website under 'Parish Council' then 'Financial Information'.	No charge
Parish Plan	On website under Parish Plan	No charge
Annual Report to Parish or Community Meeting	On website	No charge
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	This information is on the website under 'Parish Council'	No charge
Agendas of meetings (as above)	On website under 'Agendas and Minutes'	No charge
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	On website under 'Agendas and Minutes'	No charge
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On website with agenda	No charge
Responses to consultation papers	On website in minutes	No charge
Responses to planning applications	On website in minutes	No charge
Bye-laws	Not held	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  On website under 'Parish Council' then 'Policies'	No charge
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	On website: Under 'financial information' Not held  Not held  Under 'Policies'	No charge   No charge
Policies and procedures for the provision of services and about the employment of staff:	Where existing, on website under 'Parish Council' then 'Policies'	No charge

<ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Where existing, on website under 'Parish Council' then 'Policies'	No charge
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	No charge
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	On website under 'Parish Council' 'Financial information'	No charge
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	On website under 'Parish Council' 'Council Members'	No charge
Register of gifts and hospitality	Not held	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Not held	

Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	On website under 'Parish Council'	No charge
Seating, litter bins, clocks, memorials and lighting	On website under 'Parish Council'	No charge
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Use of the pavilion and recreation ground. In accounts on website	No charge

### 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
<b>Disbursement cost</b>	Photocopying @ 0.50p per sheet (black & white)	Actual cost *
	Photocopying @ 0.75p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred