

## **Information available from Chearsley Parish Council under the Freedom of Information Act Model Publication Scheme**

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

This document provides the Parish Council's publication scheme and guide to information available. If you have any questions please [contact](#) the Clerk.

Under the model publication scheme Chearsley Parish Council will make the information described in the table below available in order to meet its obligations, unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

This 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>
Class 1 - Who we are and what we do  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	Available on Website	Nil

Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Available on Website	Nil
Class 2 – What we spend and how we spend it  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial years		
Statement of accounts and internal audit report in the format included in the Annual Return form	Available on Website  Hard Copy	Nil  See Schedule of Charges
Finalised budget	Hard Copy	See Schedule of Charges
Precept	Available on Website  Hard Copy	Nil  See Schedule of Charges
All items of expenditure above £100	Hard Copy	See Schedule of Charges
Financial Standing Orders and Regulations	Available on Website  Hard Copy	Nil  See Schedule of Charges
Grants given and received	Available on Website  Hard Copy	Nil  See Schedule of Charges
Class 3 – What our priorities are and how we are doing  Strategies and plans, performance indicators, audits, inspections and reviews  Current and previous year as a minimum		
Annual governance statement in format included in the	Available on Website	Nil

Annual Return form	Hard Copy	See Schedule of Charges
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Available on Website Hard Copy	Nil See Schedule of Charges
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	Hard Copy	See Schedule of Charges
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 and any committee/sub-committee meetings and parish meetings)	Available on Website	Nil
Agendas of meetings (as above)	Available on Website Parish Notice Board Hard Copy	Nil Nil See Schedule of Charges
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Available on Website Parish Notice Board Hard Copy	Nil Nil See Schedule of Charges
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Available on Website Hard Copy	Nil See Schedule of Charges
Responses to consultation papers	Available on Website Hard Copy	Nil See Schedule of

		Charges
Responses to planning applications	Available on Website Hard Copy	Nil See Schedule of Charges
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	Available on Website Hard Copy	Nil See Schedule of Charges
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on Website Hard Copy	Nil See Schedule of Charges
Records management, personal data and access to information policies	Available on Website Hard Copy	Nil See Schedule of Charges
Class 6 – Lists and Registers  Currently maintained lists and registers only.		
Assets register, including details of public land and building assets	Available on Website Hard Copy	Nil See Schedule of Charges

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	See Schedule of Charges
Register of members' interests	Available on Request Hard Copy	Nil See Schedule of Charges
Register of gifts and hospitality	Available on Request Hard Copy	Nil See Schedule of Charges
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		
Seating, litter bins, clocks, memorials and lighting	Available on Request Hard Copy	Nil See Schedule of Charges
Bus shelters	Available on Request Hard Copy	Nil See Schedule of Charges
Additional Information  Information not itemised in the lists above	Available on Request Hard Copy	Nil See Schedule of Charges

### 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
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<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @ 20p 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