

South Hinksey Parish Council

Freedom of Information Policy

The Parish Council will seek to be as transparent as possible and the method of doing this is by following the model publication scheme.

Any information listed is available in hardcopy on request to the Clerk.

Information to be published	How the information can be obtained	Cost for hard copy
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website/Hard copy on request	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard copy on request	10p/sheet
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	N/A	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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website /Hard copy on request	10p/sheet

Finalised budget	Website /Hard copy on request	10p/sheet
Precept	Hard copy on request	10p/sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website /Hard copy on request	10p/sheet
Grants given and received	Website /Hard copy on request	10p/sheet
List of current contracts awarded and value of contract	Hard copy on request	10p/sheet
Members' allowances and expenses	N/A	N/A
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	N/A
Quality status	Not applied for	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 - How we make decisions (Decision making processes and records of decisions)	(hard copy and/or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy on request	10p/sheet
Agendas of meetings (as above)	Website /Hard copy on request Noticeboard for current meeting	10p/sheet
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Agreed minutes - Website/hard copy on request Draft minutes - Website until agreed Hard copy on request	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy on request	10p/sheet
Responses to consultation papers	Hard copy on request	10p/sheet
Responses to planning applications	Website/Hard copy on request (found in minutes)	10p/sheet
Bye-laws	N/A	N/A

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)	
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	Website/hard copy on request N/A N/A Website/hard copy on request Website/hard copy on request	10p/sheet N/A N/A 10p/sheet 10p/sheet
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)	Website/hard copy on request Website/hard copy on request Not available Website/hard copy on request Website/hard copy on request	10p/sheet 10p/sheet N/A 10p/sheet 10p/sheet
Information security policy	Website/hard copy on request (part of Standing Orders)	10p/sheet
Records management policies (records retention, destruction and archive)	Website/hard copy on request	10p/sheet
Data protection policies	Website/hard copy on request (part of Standing Orders)	10p/sheet
Schedule of charges (for the publication of information)	As detailed in this schedule	N/A
Class 6 - Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets Register	Hard copy on request	10p/sheet
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)	N/A	N/A
Register of members' interests	Hard copy on request	10p/sheet
Register of gifts and hospitality	Hard copy on request	10p/sheet
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)	
Burial grounds	Website/hard copy on request	10p/sheet
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Website/hard copy on request	10p/sheet
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/hard copy on request	10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk

South Hinksey Parish Council

clerk@southhinksey-pc.gov.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

* the actual cost incurred by the public authority