

# FREEDOM OF INFORMATION ACT 2000

Information available from Breaston Parish Council under the model publication scheme adopted from 1<sup>st</sup> January 2009.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)</b>		
<b>This will be current information only.</b>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address (if used))	Website	Free
Location of main Council office and accessibility details.	Website	Free
Staffing structure	Not applicable	
<b>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)</b>		
Annual return form and report by auditor	Hard copy (contact the Clerk)	10p/sheet
Finalised budget	Hard copy (contact the Clerk)	10p/sheet
Precept	Hard copy (contact the Clerk)	10p/sheet
Borrowing Approval Letter	Hard copy (contact the Clerk)	10p/sheet
Financial Standing Orders and Regulations	Hard copy (contact the Clerk)	10p/sheet
Grants given and received	Hard copy (contact the Clerk)	10p/sheet
List of current contracts awarded and value of contract	Hard copy (contact the Clerk)	10p/sheet
Members' allowances and expenses	Hard copy where applicable (contact the Clerk)	10p/sheet

<b>Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Hard copy (contact the Clerk)	10p/sheet
Quality Status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions (decision making process and records of decisions)</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website (limited) Hard copy (contact the Clerk)	Free 10p/sheet
Agenda's of meetings (as above)	Hard copy (current only)	10p/sheet
Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website (limited time) Hard copy (contact the Clerk)	Free 10p/sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to a meeting	Hard copy (contact the Clerk)	10p/sheet
Responses to consultation papers	Hard copy (contact the Clerk)	10p/sheet
Responses to planning applications	Hard copy (contact the Clerk)	10p/sheet
Bye-laws	Hard copy (contact the Clerk)	10p/sheet
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.</b>		
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	Hard copy where applicable (contact the Clerk)	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	Hard copy where applicable (contact the Clerk)	10p/sheet

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 (limited) Hard copy (contact the Clerk)	Free 10p/sheet
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Hard copy (contact the Clerk)	10p/sheet
Data Protection Policies	Hard copy (contact the Clerk)	10p/sheet
Schedule of Charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers (currently maintained lists and registers only)</b>		
Any publicly available register or list	Hard copy (contact the Clerk) NB some information may only be available for inspection	10p/sheet
Assets Register	Hard copy (contact the Clerk)	10p/sheet
Disclosure log	Inspection (contact the Clerk)	
Register of Members' Interests	Inspection (contact the Clerk)	
Register of Gifts and Hospitality	Inspection (contact the Clerk)	
<b>Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses) Current information only.</b>		
Allotments	Not applicable	
Burial grounds and closed Churchyards	Inspection (contact the Clerk)	
Community Centres and village halls – parish rooms	Contact the Clerk	
Parks, playing fields and recreational facilities	Contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Where applicable Contact the Clerk	
Bus shelters	Not applicable	
Markets	Not applicable	
Public Conveniences	Contact the Clerk	
Agency agreements	Contact the Clerk	
A summary of services for which the council is entitled to recover a fee,	Contact the Clerk	

together with those fees (eg burial fees)		
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**SCHEDULE OF CHARGES**

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursement cost	Photocopying @ 10p/sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class
Statutory fee		In accordance with the relevant legislation.