

Information available from Swynnerton Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) - <i>Current information only</i></p>		
<p>Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard/electronic copy from the clerk and website</p> <p>Hard/electronic copy from the clerk</p>	10p per sheet
<p>Postal and email address</p> <p>Contact details for Parish Clerk</p> <p>Contact details for council members, where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hard/electronic copy from the clerk and website</p> <p>Hard/ electronic copy from the clerk, website and noticeboards</p> <p>Hard/ electronic copy from the clerk, website and noticeboards, where available</p>	10p per sheet
Location of main council office and accessibility details	Not held	
Staffing structure	Not held	

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<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) - <i>Current and previous financial year as a minimum</i></p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy from the clerk and website	10p per sheet
Finalised budget	Hard/ electronic copy from the clerk and website	10p per sheet
Precept	Hard/electronic copy from the clerk and website (minutes/accounts)	10p per sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100	Hard copy from clerk and website (approved payments)	10p per sheet
Financial Standing Orders and Regulations	Hard copy from clerk and website	10p per sheet
Grants given and received	Hard/electronic copy from clerk and website (minutes and approved payments)	10p per sheet
List of current contracts awarded and value of contract	Hard/electronic copy from clerk	10p per sheet
Members' allowances and expenses	Hard/electronic copy from clerk and website (approved payments)	10p per sheet

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<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews) - <i>Current and previous year as a minimum</i></p>		
Annual governance statement in format included in the Annual Return form	Hard copy from clerk and website	10p per sheet
Parish Plan	Hard/electronic copy from clerk	10p per sheet
Annual Report to Parish or Community Meeting	Hard/electronic copy from the clerk	10p per sheet
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	

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<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p><i>Current and previous council year as a minimum</i></p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Notice boards, website, hard copy from clerk</p>	
<p>Agendas of meetings (as above)</p>	<p>Website and notice boards, hard copy from clerk</p>	<p>10p per sheet</p>
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	<p>Website, hard copy from clerk</p>	<p>10p per sheet</p>
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	<p>Hard/electronic copy from clerk</p>	<p>10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Hard/electronic copy from clerk</p>	<p>10p per sheet</p>
<p>Responses to planning applications</p>	<p>Hard/electronic copy from clerk</p>	<p>10p per sheet</p>
<p>Bye-laws</p>	<p>Not held</p>	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - <i>Current information only</i></p>		10p per sheet
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website, hard/electronic copy from clerk	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	Website, hard/electronic copy from clerk where available	10p per sheet
<p>Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website, hard/electronic copy from clerk where available	10p per sheet

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>By inspection where available</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Website, hard copy from the clerk</p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard/electronic copy from clerk</p>	
<p>Register of members’ interests</p>	<p>Hard/electronic copy from clerk</p>	
<p>Register of gifts and hospitality</p>	<p>Hard/electronic copy from clerk</p>	

<p>Class 7 – The services we offer</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>		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Hard/electronic copy from clerk	
Seating, litter bins, clocks, memorials and lighting	Hard/electronic copy from clerk	
Bus shelters	Hard/electronic copy from clerk	
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)	Not held	

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
	Postage	Actual cost of Royal Mail standard 2 nd class