



Freedom of Information Act 2000 - Model Publication Scheme

At the Parish Council meeting on the 28 January 2009 (minute 0109.21) the Council RESOLVED; 'that Little Eaton Parish Council adopts the Model Publication Scheme – Freedom of Information Act 2000'.

We plan to make much of the information available on our website www.littleatonparishcouncil.com. Information will however be available in other formats such as printed copies.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their email address.

Information listed in the scheme may be obtained by various methods:-

- (i) by writing to the Council at the address given in the scheme;
- (ii) by e-mail request to the address set out in the scheme
- (iii) by request from our website www.littleatonparishcouncil.com
- (iv) by telephoning 01283 702884.

We will make paper copies of the publication scheme available.

Charges

We plan to make as much information available as possible without charging for it.

Free of charge on the website. For those without Internet access, a print out would be available from the Parish Clerk. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying and postage. We would let you know if a charge was involved at the time you make your request

If you need a lot of printed material we may charge you. Any charges made will be calculated using the Fee Regulations determined under the Act.

Where a charge is payable, payment will normally be required before the information can be provided to you.

Complaints

We would normally expect the Clerk to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the Clerk.

If the information you asked for is not available, the Clerk will tell you why.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available from the Parish Clerk).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 email: data@dataprotection.gov.uk

Information available from Little Eaton Parish under the model publication scheme

Information to be published	How the information can be obtained	Cost per sheet
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Notice Board	N/A
Location of main Council office and accessibility details	Website	N/A
Staffing structure	N/A	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Clerk	20p
Finalised budget	Clerk	20p
Precept	Clerk	20p
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Clerk	20p
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Clerk	20p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk	20p
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Notice Board / Clerk	20p
Agendas of meetings (as above)	Website / Clerk	20p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Clerk	20p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk	20p
Responses to consultation papers	Clerk	20p
Responses to planning applications	Website / Clerk	20p
Bye-laws	Clerk	20p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy 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	Clerk	20p
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)	Clerk	20p
Information security policy	Clerk	20p
Records management policies (records retention, destruction and archive)	Clerk	20p
Data protection policies	Clerk	20p
Schedule of charges (for the publication of information)	Clerk	20p
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)	Clerk	20p
Assets Register	Clerk	20p
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)	Clerk	20p
Register of members' interests	Clerk	20p
Register of gifts and hospitality	Clerk	20p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by	

Current information only	inspection)	
Allotments	Clerk	20p
Burial grounds and closed churchyards	Clerk	20p
Community centres and village halls	Clerk	20p
Parks, playing fields and recreational facilities	Clerk	20p
Seating, litter bins, clocks, memorials and lighting	Clerk	20p
Bus shelters	Clerk	20p
Markets	N/A	
Public conveniences	Clerk	20p
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	20p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ .p per sheet (black & white)	Actual cost *
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Clerk to Little Eaton Parish Council, 36 Hillside, Findern, Derby. DE65 6AZ – morley999@ukonline.co.uk – 01283 702884