

RADLEY PARISH COUNCIL

FREEDOM OF INFORMATION SCHEME

Information available from Radley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
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 Parish Council Notice Boards	Free 10p a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p a sheet
Location of main Council office and accessibility details	Website Hard Copy Parish Council Notice Boards	Free 10p a sheet

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
Staffing structure	Website Hard Copy	Free 10p a sheet
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) Hard Copy	
Annual return form and report by auditor	Hard Copy	10p a sheet
Finalised budget	Website Hard Copy	Free 10p a sheet
Precept	Website Hard Copy	Free 10p a sheet
Borrowing Approval letter	Hard Copy	10p a sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a sheet
Grants given and received	Website Hard Copy	Free 10p a sheet
List of current contracts awarded and value of contract	Hard Copy	10p a sheet
Members' allowances and expenses	WebSite Hard Copy	Free 10p a sheet

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p a sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p a sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy 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 Parish Council Notice Boards	Free 10p a sheet
Agenda of meetings (as above)	Website Hard Copy Parish Council Notice Boards	Free 10p a sheet

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p a sheet
Responses to consultation papers	Hard Copy	10p a sheet
Responses to planning applications	Hard Copy	10p a sheet
Bye-laws	Hard Copy	10p a sheet
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	Hard Copy	10p a sheet

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
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)	Hard Copy – where applicable	10p a sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	10p a sheet
Data protection policies	Hard Copy	10p a sheet
Schedule of charges (for the publication of information)	WebSite Hard Copy	Free 10p a sheet
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)	Hard Copy	10p a sheet

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
Assets Register	Hard Copy	10p a 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)	Not held	
Register of members' interests	Hard Copy	10p a sheet
Register of gifts and hospitality	Hard Copy	10p a 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)	
Allotments	Hard Copy	10p a sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p a copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p a sheet
Bus shelters	Hard Copy	10p a sheet
Markets	N/A	
Public conveniences	N/A	

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
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)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

- the actual cost incurred by the public authority

December 2008