

Margaret Roding Parish Council

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from 1st April 2016. This scheme will enable members of the public to view and access information held by the Parish Council.

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council.

Obtaining Information

There are three ways to obtain the information:

Parish Council web site - The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas.

Inspect Documents held by the Clerk - If you wish to view other documents, you should contact the Clerk, either via email, by telephone, or in writing. It will be necessary to make an appointment to view documents.

Individual Written Request - Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Clerk to Margaret Roding Parish Council – Allison Ward
Peartree Cottage, Slough Road, High Easter, Chelmsford, Essex, CM1 4RD
Tel : 01245 231798
E-Mail : allison.ward@tiscali.co.uk

Information available from Margaret Roding Parish Council under the model publication scheme

| Information to be published | Hard Copy | Website | Notice board | Comment |
|--|-----------|---------|--------------|---|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> | | | | |
| Who's who on the Council and its Committees | x | x | | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | x | x | | |
| Location of main Council office and accessibility details | x | x | | As stated above |
| Staffing structure | | | | Part time Clerk (5.5 hours per month) only employee |
| | | | | |
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> | Hard Copy | Website | Notice board | Comment |
| Annual return form and report by auditor | x | x | | On notice board for 14 days once audited |
| Finalised budget | x | | | |

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|--|------------------|----------------|---------------------|---------------------------------|
| Precept | x | | | |
| Borrowing Approval letter | | | | |
| Financial Standing Orders and Regulations | | | | In progress |
| Grants given and received | x | | | |
| List of current contracts awarded and value | | | | |
| Members' allowances and expenses | x | | | |
| | | | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard Copy | Website | Notice board | Comment |
| Parish Plan (current and previous year as a minimum) | | | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | x | x | | |
| Quality status | | | | Not currently a Quality Council |
| Local charters drawn up in accordance with DCLG guidelines | | | | |
| | | | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Hard Copy | Website | Notice board | Comment |
| Timetable of Parish Council meetings | x | x | | |
| Timetable of sub-committee meetings | | | | |
| Agendas of Parish Council meetings | x | x | x | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | x | x | x | |
| Reports presented to council meetings - nb this will exclude information | x | | | |

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|---|------------------|----------------|---------------------|--|
| that is properly regarded as private to the meeting. | | | | |
| Responses to consultation papers | x | | | |
| Responses to planning applications | x | | | |
| Bye laws | | | | |
| | | | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | Hard Copy | Website | Notice board | Comment |
| Current information only | | | | |
| Policies and procedures for the conduct of council business: | | | | |
| Procedural standing orders | | | | In Progress |
| Committee and sub-committee terms of reference | | | | |
| Delegated authority in respect of officers | | | | |
| Code of Conduct | | | | Website |
| Policy statements | | | | |
| 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 | | | | In accordance with current legislation |
| 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) | | | | |
| Information security policy | | | | |
| Records management policies (records retention, destruction and archive) | x | | | |
| Data protection policies | x | | | In accordance with |

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|--|------------------|----------------|---------------------|--------------------------|
| | | | | current legislation |
| Schedule of charges for the publication of information) | x | | | See end of this document |
| | | | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard Copy | Website | Notice board | Comment |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | | | |
| Assets Register | x | | | |
| 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) | | | | |
| Register of members' interests | x | x | | |
| Register of gifts and hospitality | x | | | Nil Register |
| 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 | Website | Notice board | Comment |
| Allotments | | | | |
| Burial grounds and closed churchyards | | | | |
| Community centres and village halls | | | | |
| Parks, playing fields and recreational facilities | | | | |
| Seating, litter bins, clocks, memorials and lighting | | | | |
| Bus shelters | | | | |
| Markets | | | | |
| Public conveniences | | | | |
| Agency agreements | | | | |

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|---|------------------|----------------|---------------------|----------------|
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | | | |
| Additional Information | Hard Copy | Website | Notice board | Comment |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | | | |
| Definitive Map (copy) | x | | | |
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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 and printing A4 sheet @ 10p per sheet (black & white) | Actual cost |
| | Photocopying and printing A4 sheet @ £1 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 | Travel to photocopy and print at 52.2p per mile | Current mileage rate for Clerk |
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UPDATED MARCH 2016