

## RADLEY PARISH COUNCIL

### FREEDOM OF INFORMATION SCHEME

#### Information available from Radley Parish Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Maximum Cost of black and white copies, plus postage</b>
<b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts – current information only)	(hard copy and/or website)	See schedule of charges
Who's who on the Council and its Committees	Website Hard Copy Parish Council Notice Boards	Free 30p 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 30p a sheet
Location of main Council office and accessibility details	Website Hard Copy Parish Council Notice Boards	Free 30p a sheet
Staffing structure	Hard Copy	30p a sheet

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Maximum Cost of black and white copies, plus postage</b>
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and historic information to 2003 (start of digital records) Earlier records lodged at the Oxfordshire Record Office.	Hard Copy	30p a sheet
Annual return form and report by auditor	Hard Copy, website	30p a sheet
Finalised budget	Hard Copy, website	Free 30p a sheet
Precept	Website Hard Copy	Free 30p a sheet
Borrowing Approval letter - N/A		
Financial Standing Orders and Regulations	Website Hard Copy	Free 30p a sheet
Grants given and received	Website Hard Copy	Free 30p a sheet
List of current contracts awarded and value of contract	Hard Copy	30p a sheet
Members' allowances and expenses	WebSite Hard Copy	Free 30p a sheet

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Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website Hard Copy	Free 30p a sheet
Neighbourhood Plan	Website Hard copy	Free £10
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 30p a sheet
Quality status	N/A	
General Power of Competence statue	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 30p a sheet
Agenda of meetings (as above)	Website	Free

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	Hard Copy Parish Council Notice Boards at least 5 working days before the meeting	30p a sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 30p a sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	30p a sheet
Responses to consultation papers	Hard Copy	30p a sheet
Responses to planning applications	Hard Copy District Council website	30p a sheet Free
Bye-laws	Hard Copy Website	30p a sheet Free
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy	30p a sheet
Policies and procedures for the conduct of council business:	Hard Copy – where applicable	30p a sheet

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Maximum Cost of black and white copies, plus postage</b>
Procedural standing orders Committee and working group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services: Allocation of allotments Equality and diversity policy Disability Equality Equal opportunities Health and safety policy Recruitment policies (including current vacancies) Lone working Pay Policies and procedures for handling requests for information Anonymous communications Procedure for releasing information for press release Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – where applicable	30p a sheet

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Maximum Cost of black and white copies, plus postage</b>
Disciplinary procedure		
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	30p a sheet
Privacy policies	Hard Copy	30p a sheet
Schedule of charges (for the publication of information)	WebSite Hard Copy	Free 30p a sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard Copy	30p a sheet
Assets Register	Hard Copy	30p 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	Website – link to District Council website	Free
Register of gifts and hospitality	Hard Copy	30p a sheet

## RADLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Maximum Cost of black and white copies, plus postage
<p><b>Class 7 – The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments (licence)	Hard Copy	30p a sheet
Closed Churchyard	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	Free 30p a copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy	30p a sheet
Bus shelters	Hard Copy	30p a sheet
Markets	N/A	
Public conveniences	N/A	
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	
<p><b>Additional Information</b>            None</p>		

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**Contact details:**

**Mrs Jane Dymock**  
**Clerk to Radley Parish Council**  
**73 Eaton Road**  
**Appleton**  
**Oxon**  
**OX13 5JJ**  
[clerk@radlevillage.org.uk](mailto:clerk@radlevillage.org.uk)  
**01865 864360**

**SCHEDULE OF CHARGES.**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 30p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 50p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard or large letter 2 <sup>nd</sup> class as



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		appropriate
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

Reviewed November 2012