

## **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>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(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 20p 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 20p a sheet
Location of main Council office and accessibility details	Website Hard Copy Parish Council Notice Boards	Free 20p a sheet
Staffing structure	Hard Copy	20p a sheet

<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 previous financial year.	Hard Copy	20p a sheet
Annual return form and report by auditor	Hard Copy	20p a sheet
Finalised budget	Website Hard Copy	Free 20p a sheet
Precept	Website Hard Copy	Free 20p a sheet
Borrowing Approval letter - N/A	Hard Copy	20p a sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 20p a sheet
Grants given and received	Website Hard Copy	Free 20p a sheet
List of current contracts awarded and value of contract	Hard Copy	20p a sheet
Members' allowances and expenses	WebSite Hard Copy	Free 20p a sheet

<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 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 20p a sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 20p a sheet
Quality status	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)	(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 20p a sheet
Agenda of meetings (as above)	Website Hard Copy Parish Council Notice Boards	Free 20p a sheet Free

<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>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 20p a sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p a sheet
Responses to consultation papers	Hard Copy	20p a sheet
Responses to planning applications	Hard Copy Vale website	20p a sheet Free
Bye-laws	Hard Copy Website	20p 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 or website)	20p a sheet
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and working group terms of reference Delegated authority in respect of officers Code of Conduct</p>	Hard Copy – where applicable	20p a sheet

<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>
Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services:</p> <ul style="list-style-type: none"> <li>Allocation of allotments</li> </ul> <p>Equality and diversity policy</p> <ul style="list-style-type: none"> <li>Disability Equality</li> <li>Equal opportunities</li> </ul> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <ul style="list-style-type: none"> <li>Lone working</li> <li>Pay</li> </ul> <p>Policies and procedures for handling requests for information</p> <ul style="list-style-type: none"> <li>Anonymous communications</li> <li>Procedure for releasing information for press release</li> </ul> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <ul style="list-style-type: none"> <li>Disciplinary procedure</li> </ul>	Hard Copy – where applicable	20p a sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	20p a sheet

<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>
Data protection policies	Hard Copy	20p a sheet
Schedule of charges (for the publication of information)	WebSite Hard Copy	Free 20p 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	20p a sheet
Assets Register	Hard Copy	20p 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 Hard Copy	Free 20p a sheet
Register of gifts and hospitality	Hard Copy	20p a sheet
<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)	(hard copy or website; some information may only be available by inspection)	

<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>
Current information only		
Allotments	Hard Copy	20p 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 20p a copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy	20p a sheet
Bus shelters	Hard Copy	20p 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	
<b>Additional Information</b> None		

**Contact details:**

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**SCHEDULE OF CHARGES.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p 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 appropriate
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

Reviewed November 2012