

## Information available from HARDWICK Parish Council under the Freedom of Information Act model publication scheme

This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		See table of fees below
Who's who on the Council and its Committees	hard copy (all) noticeboard (Council) website (Council)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy (all) website	
Location of main Council office and accessibility details	Website and noticeboard	
Staffing structure	Hardcopy	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	
Annual return form and report by auditor	Hardcopy	
Finalised budget	Hardcopy	

Precept	Hardcopy	
Borrowing Approval letter	Xxx	
Financial Standing Orders and Regulations	Hardcopy	
Grants given and received	Hardcopy	
List of current contracts awarded and value of contract	Hardcopy	
Members' allowances and expenses	Hardcopy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hardcopy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy	
Quality status	Xxx	
Local charters drawn up in accordance with DCLG guidelines	Xxx	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy	
Agendas of meetings (as above)	Hardcopy (all)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	
Responses to consultation papers	Hardcopy	
Responses to planning applications (exclusions copies of planning consultations, the Development plan, Local Plan, Public Rights of Way maps which are available from either the District or County Council)	Hardcopy	

Bye-laws (None specifically published by the Parish Council but Dog fouling byelaws for public open spaces available via the District Council)	Xxx	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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	Hardcopy	
Policies and procedures for the provision of services and about the employment of staff: (Exclusions – personal records of staff i.e. appraisals, employee specific details, disciplinary records, sickness records and the like being protected under the Data Protection Act) Internal policies relating to the delivery of services Equality and diversity policy (Equal opportunities and Race relations) 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)	Hardcopy	
Information security policy	Hardcopy	
Records management policies (records retention, destruction and archive)	Hardcopy	
Data protection policies	Hardcopy	
Schedule of charges (for the publication of information)	Hardcopy	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register (including details of commons/village greens and other lands owned by or leased to the parish Council)	Hardcopy	
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)	Hardcopy	
Register of members' interests	Available for public inspection	
Register of gifts and hospitality	Public inspection	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments (Exclusions – individual tenancy agreements and rent payment records both under privacy and data protection laws)	Hardcopy	
Burial grounds and closed churchyards (location, plans and general policies only. All documentation relating to individual applications and registrations both under privacy and data protection laws)	Hardcopy	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hardcopy	
Bus shelters	Xxx	
Markets	Xxx	
Public conveniences	Xxx	
Agency agreements	Hardcopy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk assessment Policy	Hardcopy	
Declaration of acceptance of office (members and Chairman) e.g. quotations before Council decision, loan documents and insurance policies.	By inspection	
Analysis of responses received to public consultations	Hardcopy	
Arts, entertainment and tourism information (This relates to information produced by the Parish Council only)	Hardcopy	
Best Value Plan and review (information which encompasses the duty owed by a Parish Council to the local people, to provide good quality of services and to marshal such services across its entire area)	Xxx	

**Contact details:** Mrs Gail Stoehr, Clerk, Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambs, CB23 7NY  
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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet A4 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Electronic copies by email	Free
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Xxx not applicable to the Parish Council at the present time