



GREAT DENHAM PARISH COUNCIL

FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME

In line with the Freedom of Information Act 2000 Great Denham Parish Council has adopted the Model Publication Scheme produced by the Information Commissioner. The Scheme has been in effect since 1st January 2009.

The purpose of the Publication Scheme is to make information held by the Parish Council easily available to the public.

The classes of information which we are expected to make available are briefly as follows:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

The information **not** available will include:

- Anything which is prevented by the law, or which is exempt under the Freedom of Information Act
- Anything which has been placed in archive storage or which is difficult to access for similar reasons.

The guide set out below gives details of the information available, how to access it and whether there will be a charge to provide it. Great Denham Parish Council will only make a charge where necessary (e.g. for photocopying and postage), and reserves the right to ask for payment in advance.

Further information is available on the Information Commissioners website www.ico.gov.uk

INFORMATION AVAILABLE FROM GREAT DENHAM PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW TO OBTAIN INFORMATION	COST
<p><u>Class 1 – Who we are and what we do</u> Organisational information, structures, locations and contacts. This will be current information only.</p>		
Who's who on the Council and it's Committees	Website Notice board Hard Copy – contact Clerk	Free Free 10p per sheet or free by email
Contact details for Parish Clerk and Council members (names/telephone numbers/email addresses)	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	Not applicable	
<p><u>Class 2 – What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for current and previous financial year as a minimum.</p>		
Annual Return form and report by auditor	Website Hard copy – contact Clerk	Free 10p per sheet or free by email
Finalised budget	As above	As above
Precept	Hard copy – contact Clerk	10p per sheet

		or free by email
Borrowing approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet or free by email
Grants given and received	As above	As above
List of current contracts awarded and value of contract	Not applicable	
Members allowances and expenses	Hard copy – contact Clerk	10p per sheet or free by email
Clerk's salary and expenses	Website Hard copy – contact Clerk	Free 10p per sheet or free by email
Commuted Sum	As above	As above
<u>Class 3 – What our priorities are and how we are doing</u>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Not applicable	
Annual report to Parish Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p per sheet or free by email
Quality status	Not applicable	
Local charters drawn up in accordance with Department for Communities and Local Government guidelines	Not applicable	
<u>Class 4 – How we make decisions</u>		

Decision making processes and records of decisions. Current and previous year as a minimum		
Timetable of meetings (includes Council any committee/sub-committee meetings and Parish meetings)	Notice board Website Hard Copy – contact Clerk	Free Free 10p per sheet or free by email
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above)	As above	As above
Reports presented to Council meetings (excludes any information properly seen as private to the meeting)	Website Hard copy – contact Clerk	Free 10p per sheet or free by email
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet or free by email
Responses to planning applications	As above	As above
Bye-laws	As above	As above
<u>Class 5 – Our policies and procedures</u> (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	As above	As above

Policies and procedures for the provision of services and 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)	As above	As above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges for the publication of information	As above	As above
<u>Class 6 - Lists and Registers</u> Currently maintained lists and registers only		
Any publicly available register or list (any held to be publicised; in most circumstances existing access provisions will suffice)	As above	As above
Assets register	As above	As above
Disclosure log (indicating the information which has been provided in response to requests)	As above	As above
Register of members interests	As above	As above
Register of gifts and hospitality	As above	As above

<u>Class 7 – The services we offer</u> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	As above
Bus shelters	As above	As above
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the Council is entitled to recover a fee (e.g. burial fees)	Not applicable	

CONTACT DETAILS

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