



SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

Information Available under the Model Publication Scheme

Freedom Of Information Act 2000 – Publication Scheme

The Freedom of Information Scheme is intended to encourage local councils to publish more information and to develop greater openness and transparency. All local authorities are required to have a publication scheme, and to list the information it produces (Classes of information). Other information is available from the Parish Clerk, who also may know where to locate information not published by the Parish Council and who will help seek that information.

Details of the Freedom of Information Publication Scheme and the Classes of Information will be available on the Linton Web Site and will be updated as and when required.

Saughall and Shotwick Park Parish Council tries to be open and accountable, and is happy to make documents detailed in the following list available. Photocopies of documents requested under this scheme will be forwarded within 15 working days.

If for some reason a request for information is refused a full explanation must be supplied. Any appeal against refusal can be dealt with using the Parish Council's existing Complaints Procedure. (Details of the procedure are available from the Parish Clerk).

Should the applicant be NOT satisfied with the response there is a procedure to appeal to the Information Commissioner (see www.ico.gov.uk)

The Parish Council may impose a charge of 10p per sheet for the cost of photocopying documents. (Postage and packing at cost), Charges will be at the discretion of the Parish Clerk. When dealing with these issues the Parish Clerk will use the guidance published by the Information Commissioners Officer to reach a decision.

Further information or copies of particular documents can be requested from the Parish Clerk. In the spirit of openness and accountability the Parish Council allows residents to address Councillors at all Parish Council Meetings during 'a public speaking session'. Details can be obtained from the Parish Clerk.

The Parish Clerk is responsible for operating the scheme on a day-to-day basis. The Chairman of the Parish Council will be responsible in her absence.

Information available from Saughall and Shotwick Park Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Email, Website, Hard Copy, Email, Newsletter)	
Who's who on the Council and its Committees	(Email, Website, Hard Copy, Email, Newsletter)	Free Free £1 then 10p per sheet
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	(Email, Website, Hard Copy, Email, Newsletter)	Free Free £1 then 10p per sheet
Location of main Council office and accessibility details	Contact Clerk	
Staffing structure	Clerk is the only employee	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(Hard Copy and/or Website)	
Annual return form and report by auditor	Hard Copy	£1 then 10p per sheet
Finalised budget	Website, Hard Copy	Free £1 then 10p per sheet
Precept	Website, Hard Copy	Free £1 then 10p per sheet
Borrowing Approval letters	Hard Copy	
Standing Orders and Financial Regulations	Website, Hard Copy	£1 then 10p per sheet
Grants given and received	(Within Minutes) Website, Hard Copy	Free £1 then 10p per sheet
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	(Within Minutes) Website, Hard Copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard Copy or Website)	
Parish Plan	Website, Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email, Hard Copy	Free £1 then 10p per sheet
Quality status	None yet	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard Copy or Website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Noticeboard, Hard Copy, Newsletter	Free Free £1 then 10p per sheet
Agendas of meetings (as above)	Website, Hard Copy, and within 3 clear days of Council meetings deposited at the Co-op Store, Church Road, Saughall	Free Free £1 then 10p per sheet

Minutes of meetings (as above) – <u>NB</u> this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free £1 then 10p per sheet
Reports presented to Council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free £1 then 10p per sheet
Responses to consultation papers	(Within Minutes) Website, Hard Copy	£1 then 10p per sheet
Responses to planning applications	(Within Minutes) Website, Hard Copy	Free £1 then 10p per sheet
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Planning Protocol Complaints Procedure	(Hard Copy or Website)	
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	Contact the Clerk with specific requests	£1 then 10p per sheet

<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 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)</p>	Contact the Clerk with specific requests	£1 then 10p per sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)	Contact the Clerk with specific Requests	
Data protection policies	Contact the Clerk with specific Requests	
Schedule of charges) for the publication of information)	Details attached	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(Hard Copy or Website; some Information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Clerk with specific Requests	
Assets Register	Hard Copy	£1 then 10p per 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)	Contact the Clerk	
Register of Members' Interests	Hard Copy	£1 then 10p per sheet
Register of gifts and hospitality	Hard Copy	
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 or Website; some information may only be available by inspection)	
Allotments	None	£1 then 10p per sheet
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Website, Hard Copy	£1 then 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website, Hard Copy	£1 then 10p per sheet
Bus shelters	Hard Copy	£1 then 10p per sheet
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website, Hard Copy	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Footpath Booklet	Available to purchase (£1)	

Shirley Hudspeth
 Clerk to the Council
 10 Merton Close
 Little Neston
 CHESHIRE
 CH64 0TR
 Tel No 0151 3363367
 Email: clerk@saughall.gov.uk

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 @ £1 first sheet, then 10p per sheet (black & white) postage as per standard Royal Mail postage charges (2 nd class unless requested ootherwise)	Actual cost of stationery, admin time & postage
Statutory Fee	None applicable	
Other	None applicable	

* the actual cost incurred by the public authority