**Information available from Ulley Parish Council under the Freedom of Information Act Model Publication Scheme (March 2024)**

**This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.**

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| Information to be published | How information can be obtained |
| **Class 1 - Who we are and what we do (**Current information only)Organisational information, structures, locations, and contactsList of Council members and their responsibilities, list of Council CommitteesPostal and email addressContact details for Parish Clerk and Council members Where possible, provide named contacts including phone numbers and email addresses Location of main Council office and accessibility details Staffing structure  | Website/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkHard copy available from Clerk  |
| **Class 2 – What we spend & how we spend it** (Current and previous financial year as a minimum) Financial information about projected and actual income and expenditure, procurement, contracts and financial auditStatement of accounts and internal audit report Iine the format included in the Annual return Finalised budget PreceptBorrowing Approval letterAll items of expenditure above £100Financial Standing Orders and RegulationsGrants given and received List of current contracts awarded and value of contract Members’ allowances and expenses  | Website/Hard copy available from ClerkHard copy available from Clerk Hard copy available from ClerkNot HeldHard copy available from ClerkWebsite/Hard copy available from ClerkHard copy available from ClerkHard copy available from ClerkHard copy available from Clerk |
| **Class 3 – What our priorities are and how we are doing** (Current and previous financial year as a minimum)Strategies and plans, performance indicators, audits, inspections and reviews Annual governance statement in format included in the Annual return formParish Plan Annual Report to Parish or Community Meeting Quality statusLocal charters drawn up in accordance with DLUHC’s guidelinesData Protection impact assessments in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Website/Hard copy available from ClerkNot heldWebsite/Hard copy available from ClerkNot heldNot heldWebsite/Hard copy available from Clerk |
| **Class 4 – How we make decisions** (Current & previous council year as a minimum)Decision making processes and records of decisions Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)Agendas of meetings (as above)Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure Reports presented to council meetings - excluding material that is properly considered to be exempt from disclosureResponses to consultation papersResponses to planning applicationsBye-laws |  Website/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkNot heldNot heldNot heldNot held |
| **Class 5 – Our policies & procedures** (Current information only)Current written protocols, policies and procedures for delivering our services and responsibilities 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

Policies and procedures for the provision of services and about the employment of staff:* Internal instructions to staff and policies relating to the delivery of services
* Equality & Diversity Policy
* Health & Safety Policy
* Recruitment policies and details of current vacancies
* Policies and procedures for handling requests for information
* Complaints procedure (including those covering requests for information and operating the publication scheme

Records management, personal data and access to information policies Information security policies, records retention, destruction and archive policies and data protection  | Website/Hard copy available from ClerkHard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from ClerkWebsite/Hard copy available from Clerk |
| **Class 6 – Lists & Registers**Currently maintained lists and registers onlyInformation legally required to hold in publicity available registersAssets Register, including details of public land and building assets Disclosure log indicating the information provided in response to FOIA and EIR requests.Register of members’ interestsRegister of gifts and hospitality | Hard copy available from ClerkHard copy available from ClerkHard copy available from ClerkHard copy available from ClerkHard copy available from Clerk |
| **Class 7 – The service we offer** (Current information only)Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Village HallStreet furniturePlay Area | Hard copy information available from ClerkHard copy information available from ClerkHard copy information available from Clerk |

**Contact details:** Please see Ulley Parish Council Website for Clerk/Councillor details **Website:** <http://www.ulleyparishcouncil.org.uk/>

**SCHEDULE OF CHARGES**

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per A4 sheet (black & white) Other costs may be notified on application | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |