



The Civil Parish of

## Leek Wootton & Guy's Cliffe

# FREEDOM OF INFORMATION PUBLICATION SCHEME

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**Adopted by the Council: Oct 2008**

Reviewed by the Parish Council on 7 May 2019 [No changes]

Reviewed by the Parish Council on 4 May 2021 [No changes]

Reviewed by the Parish Council on 3 May 2022 [No changes]

**Reviewed annually; next review May 2023**

(Based on the Information Commissioner's Office Model Publication Scheme)

Information available from **Leek Wootton & Guy's Cliffe Parish Council** under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy Annual <i>Bulletin</i> newsletter	Free As per charge schedule Delivered free to residents
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy Annual <i>Bulletin</i> newsletter	Free As per charge schedule Delivered free to residents
<del>Location of main Council office and accessibility details</del>	N/A	
Staffing structure		
<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 as a minimum		
Annual return form and report by auditor	Website Hard copy	Free As per charge schedule
Finalised budget	Website Hard copy	Free As per charge schedule
Precept	Website Hard copy	Free As per charge schedule
Borrowing Approval letter	Website Hard copy	Free As per charge schedule

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website Hard copy	Free As per charge schedule
Grants given and received	Website Hard copy	Free As per charge schedule
List of current contracts awarded and value of contract	Website Hard copy	Free As per charge schedule
Members' allowances and expenses	Website Hard copy	Free As per charge schedule

<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)	Website Hard copy	Free As per charge schedule
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy Annual <i>Bulletin</i> newsletter	Free As per charge schedule Delivered free to residents
Quality status	Website Hard copy	Free As per charge schedule
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy	Free As per charge schedule

Information to be published	How the information can be obtained	Cost
<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)	Website Hard copy	Free As per charge schedule
Agendas of meetings (as above)	Website Hard copy	Free As per charge schedule
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free As per charge schedule
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free As per charge schedule
Responses to consultation papers	Website Hard copy	Free As per charge schedule
Responses to planning applications	WDC Planning Portal Website Hard copy	Free As per charge schedule
Bye-laws	Website Hard copy	Free As per charge schedule

Information to be published	How the information can be obtained	Cost
<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	Website Hard copy	Free As per charge schedule
Policies and procedures for the provision of services and about 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)	Website Hard copy	Free As per charge schedule
<del>Information security policy</del> (see Data Protection Policy)	N/A	
Records management policies (records retention, destruction and archive)	Hard copy	As per charge schedule
Data protection policies	Website Hard copy	Free As per charge schedule
Schedule of charges (for the publication of information)	Website Hard copy	Free As per charge schedule

Information to be published	How the information can be obtained	Cost
<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	Website Hard copy	Free As per charge schedule
Assets Register	Website Hard copy	Free As per charge schedule
<del>Disclosure log</del>	N/A	
Register of members' interests	Website Hard copy	Free As per charge schedule
Register of gifts and hospitality	Inspection	Free
<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) Current information only	(hard copy or website; some information may only be available by inspection)	
<del>Allotments</del>	N/A	
<del>Burial grounds and closed churchyards</del>	N/A	
<del>Community centres and village halls</del>	N/A	
Parks, playing fields and recreational facilities	Website Hard copy	Free As per charge schedule
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free As per charge schedule
Bus shelters	Website Hard copy	Free As per charge schedule

Information to be published	How the information can be obtained	Cost
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>	N/A	
<b>Additional Information</b>		
Neighbourhood Development Plan	Website Hard copy	Free As per charge schedule

**Contact details:**

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<b>SCHEDULE OF CHARGES</b>		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Printing @ 7p per A4 sheet (black & white)	Actual cost*
	Printing @ 18p per A4 sheet (colour)	Actual cost*
	Printing @ 15p per A3 sheet (black & white)	Actual cost*
	Printing @ 37p per A3 sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		

\* The actual cost incurred by the Parish Council