

Freedom of Information Act – Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Theydon Bois Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council.

The Council's Commitment to the Act

The Council is committed to openness and accountability and making information available to the public, through the website and via the telephone and by post. Should a personal visit be required to view information, an appointment will be necessary. This scheme commits Theydon Bois Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 21 working days after receipt of the request.

Freedom of Information Act 2000

Information available from Theydon Bois 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>		
Who's who on the Council and its Committees	Website Hard copy - contact clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy - contact clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copy - contact clerk	Free 10p per sheet
Staffing structure	Website Hard copy - contact clerk	Free 10p per sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy - contact clerk	10p per sheet
Finalised budget	Hard copy - contact clerk	10p per sheet
Precept	Hard copy - contact clerk	10p per sheet
Borrowing Approval letter	Hard copy - contact clerk	10p per sheet

Financial Standing Orders and Regulations	Hard copy - contact clerk	10p per sheet
Grants given and received	Hard copy - contact clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy - contact clerk	10p per sheet
Members' allowances and expenses	Hard copy - contact clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy - contact clerk	Free 10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (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 - contact clerk	Free 10p per sheet
Agendas of meetings (as above)	Hard copy - contact clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy - contact clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact clerk	10p per sheet
Responses to consultation papers	Hard copy - contact clerk	10p per sheet
Responses to planning applications	Hard copy - contact clerk	10p per sheet
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>
<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, e.g. 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>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges)for the publication of information)</p>	<p>Hard copy - contact clerk</p>	<p>10p per sheet</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list	Contact clerk Inspection/Hard copy	10p per sheet
Assets Register	Contact clerk Inspection/Hard copy	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 clerk Inspection/Hard copy	10p per sheet
Register of members' interests	Contact clerk Inspection/Hard copy	10p per sheet
Register of gifts and hospitality	Contact clerk Inspection/Hard copy	10p per sheet
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	(some information may only be available by inspection)	
Allotments	Contact clerk Hard copy	10p per sheet
Burial grounds and closed churchyards	Contact clerk Hard copy	10p per sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Contact clerk Hard copy	10p per sheet
Bus shelters	Contact clerk Hard copy	10p per sheet
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs. Sally Crone,
Clerk to the Council
Parish Office,
The Village Hall,
Coppice Row,
Essex
CM16 7ER

Telephone/Facsimile: 01992 813442

E-mail: parishclerk@theydon.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation if applicable
Other	Search Fee	Actual hourly costs of staff time to search for information requested

* the actual cost incurred by the public authority