

Lockington cum Hemington Parish Council

1 Brooklet Farm, Isley Walton,

Derby, DE74 2RL email: contact@hemlock.org.uk

DETAILS OF POLICY		
Policy Title	Freedom of Information Publication Scheme	
Committee/Working Party Responsible	Standing Orders Working Party	
Version	1	
Adoption Date	Re-adopted 9th March 2016	
Details of Revisions	None	
Information to be published-	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy – contact the Clerk	Free Free
Contact details for Parish Clerk and Council members	Website Hard Copy – contact the Clerk	Free Free
Location of Councils and accessibility details	As above	Free

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)		
Annual return form and report by auditor	Website Hard Copy – contact the Clerk	Free 60p
Finalised budget	Website Hard Copy – contact the Clerk	Free 10p/sheet
Precept	Website Hard Copy – contact the Clerk	Free
Financial Regulations and Standing Orders	Website Hard Copy – contact the Clerk	Free 10p/sheet
Grants given and received	Website – Full Council minutes. Hard Copy – contact the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Website – Full Council Hard Copy – contact the Clerk	Free 10p/sheet
Members' allowances and expenses	Notice Boards (Year end) Website – Full Council minutes Hard Copy – contact the Clerk	Free Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections Parish Plan for regeneration)	Website -Full Council minutes	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact the Clerk	Free Free

	Notice boards	Free
Agendas of meetings (as above)	Website Hard Copy – contact the Clerk Notice boards	Free Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact the Clerk	Free 10p/sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact the Clerk .	10p/sheet
Responses to consultation papers	Website (Minutes) Hard Copy – contact the Clerk	Free 10p/sheet
Responses to planning applications	Hard Copy – contact the parish Website – Full Council minutes	10p/sheet Free
Bye-laws	Hard Copy – contact the Clerk	10p/sheet
Class 5 – Our policies and procedures (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	Website Hard Copy – contact the Clerk	Free 10p/sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality Opportunities policy Health and Safety policy Job descriptions Terms of employment Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Equal Opportunity and Health and Safety included within Policy Statements, above Hard Copy – contact the Clerk council office Complaints Procedure available on the website</p>	<p>10p/sheet Free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Assets Register</p>	<p>Hard Copy – contact the Clerk Documents available for inspection at Park House</p>	<p>10p/sheet Free</p>
<p>Register of members' interests</p>	<p>Website Hard Copy – contact the Clerk</p>	<p>Free 10p/sheet</p>
<p>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</p>		
	<p>Website Contact the Parish Council office</p>	<p>Free</p>
<p>Play areas and recreational facilities</p>		
<p>Seating</p>		

Additional Information		
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Contact details:

Gill Simkiss
Parish Clerk and Responsible Finance Officer
1 Brooklet Farm
Isley Walton
Derby
DE74 2RL

Tel: 01332 818980, Email: contact@hemlock.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Copying 0.5p. Paper and administration costs 9.5p
	Photocopying sheet (colour) Not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Supply of information not listed in the publication scheme.	£10.50 per hour for responding to requests for information not listed in the Council's publication scheme (minimum charge £10.50)	Base upon average of officers actual salary costs.