

FREEDOM OF INFORMATION ACT 2000

At the Parish Council meeting on the 17th November 2008 (Minute 08/110) the Council resolved: 'that Egginton Parish Council adopt the Model Publication Scheme' – Freedom of Information Act 2000.

Much of the information will be available on the community website www.egginton.org. Information will however be available in other formats such as printed copies.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their email address.

Information listed in the scheme may be obtained by various methods:-

- by writing to the Parish Council clerk;
- by e-mail request to the Clerk's address as set out in the scheme
- by telephoning the Parish Clerk as set out in the scheme

The Parish Council has also resolved to make paper copies available on request to the Clerk.

Charges

It is hoped to make as much information available as possible without charging for it.

- Free of charge on the website. For those without Internet access, a print out would be available from the Clerk on request. The full cost can be advised upon receipt of any request. Any charges made will be calculated using the Fee Regulations determined under the Act. Where a charge is payable, payment will normally be required before the information can be provided to you.

- Free of Charge by inspection. An appointment with the Clerk will be necessary.

Complaints

The Parish Council would normally expect the Clerk to understand what information you have requested and to tell you where you can find it. If the information you receive is not what you need, you should first contact the Clerk.

If the information you asked for is not available, the Clerk will tell you why. If you believe that your request has not been dealt with fairly and cannot be dealt with satisfactorily on an informal basis, you should follow the Parish Council's approved complaints procedure (copy available from the Parish Clerk).

If you have followed this complaints procedure and are still not happy with how you have been dealt with, you may also contact the Information Commissioner to ask him to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 email: data@dataprotection.gov.uk.

Information available from Egginton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website/hardcopy	Free/0.10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hardcopy	Free/0.10p/sheet
Location of main Council office and accessibility details	None	
Staffing structure	Not Applicable	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy – contact Clerk	0.10p/sheet
Finalised budget	Hard Copy – contact Clerk	0.10p/sheet
Precept	Website/hardcopy	Free/0.10p/sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website/hardcopy	Free/0.10p/sheet
Grants given and received	Hard Copy – contact Clerk	0.10p/sheet
List of current contracts awarded and value of contract	Confidential	
Members' allowances and expenses	Hard Copy – contact Clerk	0.10p/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)	Under preparation	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/hardcopy	Free/0.10p/sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hardcopy/ Notice board	Free/0.10p/sheet
Agendas of meetings (as above)	Website/hardcopy/ Notice board	Free/0.10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hardcopy	Free/0.10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/hardcopy	Free/0.10p/sheet
Responses to consultation papers	Website/hardcopy	Free/0.10p/sheet
Responses to planning applications	Website/hardcopy/Minutes	Free/0.10p/sheet
Bye laws	None	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	website/hardcopy	Free/0.10p/sheet
Committee and sub-committee terms of reference	None	
Delegated authority in respect of officers	None	
Code of Conduct	website/hardcopy	Free/0.10p/sheet

Policy statements	None	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	None	0.10p/sheet
Equality and diversity policy	Hard Copy – contact Clerk	0.10p/sheet
Health and safety policy	Hard Copy – contact Clerk	0.10p/sheet
Recruitment policies (including current vacancies)	Not yet available	
Policies and procedures for handling requests for information	Hard Copy – contact Clerk	0.10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/hardcopy	Free/0.10p/sheet
Information security policy	No information in the public domain	
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	0.10p/sheet
Data protection policies	Website/hardcopy	Free/0.10p/sheet
Schedule of charges (for the publication of information)	See later	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(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)	Hard Copy – contact Clerk	0.10p/sheet
Assets Register	Website/hardcopy	Free/0.10p/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)	none	
Register of members' interests	South Derbyshire District Council Standards Officer	
Register of gifts and hospitality	Minutes	Free/0.10p/sheet
Class 7 – The services we offer		

Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Catherine Jonathan Playing Field	
Seating, litter bins, clocks, memorials and lighting	Seats/Litter bins	
Bus shelters	None	
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)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Peter Woolrich, Clerk to Egginton Parish Council
01283 730779
peter.woolrich@virgin.net

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 @ 0.10p per sheet (black & white)	Actual administrative cost
	Photocopying @0.20p per sheet (colour)	Actual administrative cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		