

Quinton Parish Council Freedom of Information Act Publication Scheme

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Quinton Parish Council adopted the generic model publication scheme at their Council meeting on 18 November 2008. It is intended to provide everyone interested with a comprehensive guide to the information the Council will automatically or routinely publish or otherwise make available to the public.

Information available from Quinton 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>	Hard copy/Website	10p per A4 sheet
Who's who on the Council and its Committees	Hard copy/Website	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/Website	As above
Location of main Council office and accessibility details		
Staffing structure	Hard copy/Website	As above
<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>	Hard copy/Website	As above

Annual return form and report by auditor	Hard copy/Website	As above
Finalised budget	Hard copy/Website	As above
Precept	Hard copy/Website	As above
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy/Website	As above
Grants given and received		
List of current contracts awarded and value of contract	Hard copy	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	As above
Members' allowances and expenses		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	As above
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy	As above
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/website	As above

Agendas of meetings (as above)	Hard copy/website	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/Website	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	As above
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Hard copy	As above
Bye-laws	Hard copy	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy/Website	As above
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)	Hardcopy/Website	

Information security policy	Hard copy/Website	As above
Records management policies (records retention, destruction and archive)	Hard copy	As above
Data protection policies	Hard copy	As above
Schedule of charges for the publication of information	Hard copy	As above
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy (some information may only be available by inspection)	As above
Any publicly available register or list	Hard copy	As above
Assets Register	Hard copy/Website	As above
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)	Hard copy	As above
Register of members' interests	Hard copy/Website	As above
Register of gifts and hospitality	Hard copy	As above
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	(hard copy or website; some information may only be available by inspection)	As above

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard copy	As above
Bus shelters	Hard copy	As above
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Requests for hard copies can be made to: Alison Benson – Clerk to Quinton Parish Council
3 Quinton Green Cottages
Quinton, Northampton, NN7 2EF.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20.p per A3 sheet	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Request	For information that involves more than 2 hours to retrieve and collate a written quotation of the cost involved will be given on receipt of the request for information.	

Complaints

The Council would expect the Clerk to understand what information you have asked for and can tell you where you can find it. If the information is not available, the Clerk will tell you why.

If you believe your request has not been dealt with fairly you should contact the Chairman of the Parish Council. If you remain unhappy with the way your request has been dealt with you may also contact the Information Commissioner to ask them to investigate the matter.

Reviewed May 2018