

SHIRLAND AND HIGHAM PARISH COUNCIL

Information available from Shirland and Higham Parish Council under the model publication scheme

Information to be published

Cost - First 10 pages – Cost - free of charge – thereafter photocopying or printing costs at 20p per A4 page plus the cost of 2nd class postage

How the information can be obtained – various options

- Website, request to the Clerk and noticeboards

Class 1 - Who we are and what we do

- Organisational information, locations and contacts
- Who's who on the Council
- Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number)
- Location of main Council office
- Staffing Structure

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
- Finalised budget
- Precept
- Borrowing Approval letter
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

Class 3 – What our priorities are and how we are doing

(Strategies and plans, audits, inspections and reviews)

Annual Report to Parish meeting

Class 4 – How we make decisions

(Decision making processes and records of decisions)

- Timetable of meetings (Council and parish meetings)
- Agendas of meetings
- Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting
- Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting
- Responses to consultation papers
- Responses to planning applications
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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
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

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)
- Records management policies (records retention, destruction and archive)
- Data protection policies
- Schedule of charges

Class 6 – Lists and Registers

Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)

- Assets Register
- Register of members' interests

- Register of gifts and hospitality

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

- Burial ground
- Parks, playing fields and recreational facilities
- Seating, litter bins, memorials and lighting
- Bus shelters
- A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)

Contact details:

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