

## Information available from Sutton Cheney Parish Council under the ICO Model Publication Scheme



This publication scheme gives examples of the kinds of information that the Information Commissioners Office would expect Sutton Cheney Parish Council to provide in order to meet its commitments under the Model Publication Scheme (Freedom of Information Act).

The ICO would expect Sutton Cheney Parish Council to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

| Information to be published  | How the information can be obtained  | Cost   |
|--|--|--|
| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.<br/>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Information available on the Parish Council's website <a href="http://www.parish-council.com/suttoncheney">www.parish-council.com/suttoncheney</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a></p> | <p>Electronic Copies free of charge.<br/>Hard Copies charged at £0.10 per A4 sheet</p> |
| Who's who on the Council and its Committees  |  |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))   |  |  |
| Location of main Council office and accessibility details  |  |  |
| Staffing structure   |  |  |

|  |  |   |
|--|--|---|
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(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> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Borrowing Approval letter</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members' allowances and expenses</p>   | <p>Information available on the Parish Council's website <a href="http://www.parish-council.com/suttoncheneypc">www.parish-council.com/suttoncheneypc</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a></p> | <p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet</p> |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> <p>Parish Plan?</p> <p>Annual Report to Annual Parish Meeting (current and previous year as a minimum)?</p>   | <p>Information available on the Parish Council's website <a href="http://www.parish-council.com/suttoncheneypc">www.parish-council.com/suttoncheneypc</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a></p> | <p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet</p> |
| <p><b>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</b></p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws?</p> | <p>Information available on the Parish Council's website <a href="http://www.parish-council.com/suttoncheneypc">www.parish-council.com/suttoncheneypc</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a></p> | <p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet</p> |

|   |  |  |
|---|--|--|
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>   | <p>Information available on the Parish Council’s website <a href="http://www.parish-council.com/suttoncheneypc">www.parish-council.com/suttoncheneypc</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a></p> | <p>Electronic Copies free of charge.<br/>Hard Copies charged at £0.10 per A4 sheet</p> |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/>Committee and sub-committee terms of reference<br/>Delegated authority in respect of officers<br/>Code of Conduct<br/>Policy statements</p>   |  |  |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services:<br/>Equality and diversity policy<br/>Health and safety policy<br/>Recruitment policies (including current vacancies)<br/>Policies and procedures for handling requests for information<br/>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>                                       |  |  |
| <p>Information security policy</p>  |  |  |
| <p>Records management policies (records retention, destruction and archive)</p>   |  |  |
| <p>Data protection policies</p>   |  |  |
| <p>Schedule of charges (for the publication of information)</p>   |  |  |
| <p><b>Class 6 – Lists and Registers</b><br/>Currently maintained lists and registers only</p> <p>Any publicly available register or list<br/>(if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <p>Assets register</p> <p>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)</p> <p>Register of members’ interests</p> <p>Register of gifts and hospitality</p> |  |  |

|  |   |  |
|--|---|--|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | Information available on the Parish Council's website <a href="http://www.parish-council.com/suttoncheney">www.parish-council.com/suttoncheney</a><br><br>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:suttoncheneypc@gmail.com">suttoncheneypc@gmail.com</a> | Electronic Copies free of charge.<br>Hard Copies charged at £0.10 per A4 sheet |
| Current information only   |   |  |
| Allotments Parks   |   |  |
| Burial grounds and closed churchyards  |   |  |
| Dadlington Village Green   |   |  |
| Streetlights   |   |  |
| Seating?   |   |  |
| War Memorials  |   |  |
| Bus shelters?  |   |  |

#### Contact details:

Joanne Lowe – Sutton Cheney Parish Council Parish Clerk

10 Little Mill Close, Barlestone, Nuneaton, CV13 0HW

Tel: 01455 699618 Email: [suttoncheneypc@gmail.com](mailto:suttoncheneypc@gmail.com)

#### SCHEDULE OF CHARGES

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

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE |
|-------------------|--|-----------------|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) |                 |