

CUDDESDON AND DENTON PARISH COUNCIL **FREEDOM OF INFORMATION PUBLICATION SCHEME**

INTRODUCTION

Cuddesdon and Denton Parish Council is committed:

- To make information available to the public as part of its normal business activities.
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this document.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

CLASSES OF INFORMATION

Where appropriate the classes of information include the following:

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Exclusions

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION WILL BE MADE AVAILABLE

All the information is available on the website or it may be obtained from the Parish Clerk.

If information is made available by viewing in person, then an appointment to view will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THE SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging, or the costs directly incurred as a result of viewing information. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION AVAILABLE

Documents showing the information listed below can be viewed by arrangement with the Clerk, or can be obtained as shown in the table, or copies can be supplied. If documents are sent by post, second class postage will be charged.

CLASS	INFORMATION	HOW INFORMATION CAN BE OBTAINED
Class 1: Who we are and what we do	Who's who on the Council	Newsletter, website
	Contact details for the Parish Councillors and Clerk	Newsletter, website
Class 2: What we spend and how we spend it	Annual return and report by auditor	Notice board, website
	Finalised budget	Website
	Annual Accounts	Website
	Precept	Minutes, website
	Financial regulations	Website
	Grants given and received	Minutes, website
	Current contracts awarded and their value	Minutes, website
	Members' expenses	Minutes, website
Class 3: What our priorities are and how we are doing	Annual reports to Parish Meeting	Website
	RoSPA play equipment inspection	Website
Class 4: How we make decisions	Timetable of meetings	Website
	Agenda of meetings	Notice board, website
	Minutes of meetings	Website
	Responses to consultation papers	Minutes, website
	Responses to planning applications	Newsletter, website
Class 5: Our policies and procedures	Code of conduct	Website
	Risk assessment	Website
	Handling requests for information	Website
Class 6: Lists and registers	Asset register	Annual accounts, website
	Register of members' interests	Website

Chairman:



Clerk:



Date:

10.7.20

Date:

14.7.20

July 2020