

Information available from Theale Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|---|--|-------------|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> | | |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | Hard copy and website | None |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | Hard copy and website | None |
| <p>Location of main Council office and accessibility details</p> | Hard copy and website | None |

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| Staffing structure | Hard copy and website | None |
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Hard copy and website | None |
| Finalised budget | Hard copy and website | None |
| Precept | Hard copy and website | None |
| Borrowing Approval letter | Hard copy and website | None |
| All items of expenditure above £100 | Hard copy and website | None |
| Financial Standing Orders and Regulations | Hard copy and website | None |
| Grants given and received | Hard copy and website | None |
| List of current contracts awarded and value of contract | Hard copy and website | None |
| Members' allowances and expenses | Hard copy and website | None |
| <p>Class 3 – What our priorities are and how we are doing</p> | | |

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| (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum | | |
| Annual governance statement in format included in the Annual Return form | Hard copy and website | None |
| Parish Plan | Hard copy and website | None |
| Annual Report to Parish or Community Meeting | Hard copy and website | None |
| Quality status | Hard copy and website | None |
| Local charters drawn up in accordance with DLUHC's guidelines | Hard copy and website | None |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard copy and website | None |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy and website | None |
| Agendas of meetings (as above) | Hard copy and website | None |

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| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Hard copy and website | None |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Hard copy and website | None |
| Responses to consultation papers | Hard copy and website | None |
| Responses to planning applications | Hard copy and website | None |
| Bye-laws | Hard copy and website | None |
| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | Hard copy and website | None |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy | Hard copy and website | None |

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| <ul style="list-style-type: none"> • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p> | Hard copy and website | None |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p> | (hard copy or website; some information may only be available by inspection) | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Hard copy and website | None |
| Assets register, including details of public land and building assets | Hard copy | See charges |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Hard copy and website | None |
| Register of members' interests | Hard copy and website | None |
| Register of gifts and hospitality | Hard copy and website | None |
| <p>Class 7 – The services we offer</p> | (hard copy or website; some information may only be available by inspection) | |

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| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| Community centres and village halls | Hard copy and website | None |
| Parks, playing fields and recreational facilities | Hard copy and website | None |
| Seating, litter bins and lighting | Hard copy and website | None |
| Bus shelters | Hard copy and website | None |
| Public conveniences | Hard copy and website | None |
| Agency agreements | Hard copy and website | None |
| Additional Information Information not itemised in the lists above | | |
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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 @ ..p per sheet (black & white) | 5p per sheet |
| | Photocopying @ ..p per sheet (colour) | 7p per sheet |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant |

| | | |
|--------------|--|--|
| | | legislation (quote the actual statute) |
| Other | | * |

* the actual cost incurred