

GLASBURY & DISTRICT COMMUNITY COUNCIL



Freedom Of Information Policy

Produced in accordance with the Freedom of Information Act 2000.

Information available from Glasbury & District Community Council under the model publication scheme is listed in the table below. Any requests should be made in writing and addressed to the Clerk. The council will consider all requests in line with current regulations.

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>Current list of Councillors and Personnel</p>	<p>Website & Notice Boards</p> <p>Hard Copy</p>	<p>Free</p> <p>20p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website & Notice Boards</p>	<p>Free</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Website & Notice Boards</p>	<p>Free</p>
<p>Staffing structure – Only Clerk so as above</p>		
<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>	<p>See web page for Minutes etc.</p> <p>Hard Copy – See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Annual return form and report by auditors</p>	<p>Hard Copy See Clerk</p>	<p>20p per sheet</p>
<p>Finalised budget</p>	<p>Minutes on web page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Precept</p>	<p>Hard Copy See Clerk</p>	<p>20p per sheet</p>
<p>Standing Orders and Financial Regulations</p>	<p>Hard Copy See Clerk</p>	<p>20p per sheet</p>
<p>Grants given and received</p>	<p>Web page as minutes</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>20p per sheet</p>
<p>Current contracts awarded and value of contract</p>	<p>Web page as minutes</p>	<p>Free</p>

Actual Contract	Hard Copy See Clerk	20p per sheet
Employee salary and Members allowances and expenses	Web page as minutes Hard Copy See Clerk	Free 20p per sheet
Insurance Policy	Hard Copy See Clerk	20p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Audit Report	Hard Copy See Clerk	20p per sheet
Community Plan (current and previous year as a minimum)	Not yet drawn up	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	See WAG etc web pages Hard Copy where applicable See Clerk	Free 20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) – As per Standing Orders and Code of Conduct		
Current and previous council year as a minimum – see Minutes	Hard copies See Clerk Web Page	20p per sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) – See Agenda/minutes	Web Page & Noticeboards	Free
Agendas of meetings (as above)	Web Page Notice Boards Hard Copy See Clerk	Free Free 20p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Page Notice Boards Hard Copy See Clerk	Free Free 20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. (Presented to public in the Minutes)	Web Page as minutes Notice Boards as minutes Hard Copy See Clerk	Free Free 20p per sheet
Responses to consultation papers	Hard Copy See Clerk	20p per sheet
Responses to planning applications	Web Page as minutes Hard Copy See Clerk	Free 20p per sheet

Bye-laws - Not exercised		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Standing Orders Current information only	Web Page Hard copies See Clerk	Free 20p per sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers - As Standing Orders Code of Conduct Policy statements	Web Page Hard copies See Clerk Web Page Web Page Hard copy – See Clerk	Free 20p per sheet Free Free Free
Information security policy - See risk Assessment schedule	Hard Copy – see clerk	20p per sheet
Records management policies (records retention, destruction and archive)	Not Held	
Data protection policies - See FOI Schedule	Web Page	Free
Schedule of charges (for the publication of information)	As per this schedule	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors Held – No Public Access Available via Community Council	
Assets Register	Hard Copy – see Clerk	20p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Not Held	
Register of members' interests	Hard Copy - See Clerk	20p per sheet
Register of gifts and hospitality	Hard Copy - See Clerk	20p per sheet

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	Web page & Noticeboards	Free
Seating	No Information held	
Notice Boards – for CC notices, public and charity notices. Not for business ads.	No information Held	
Glasbury Play Area – Relevant statutory documents & Minutes of Playground committee meetings	Web page Hard Copy - See Clerk	20p per sheet
<i>A summary of services for which the council is entitled to recover a fee, together with those fees</i>	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

It should be noted that the relevant postage fee will be charged for any items of information posted to those requesting such items under the Freedom of Information Legislation.

Contact details: clerk@glasburycc.org.uk

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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	0	In accordance with the relevant legislation (quote the actual statute)
Other	Clerk time	At current rate per hour

* the actual cost incurred by the Community Council

Last updated 4/11/15

Approved at the meeting of Glasbury & District Community Council on.....

Signed by Chair.....