ASHLEY PARISH COUNCIL

Information under the Freedom of Information Act model publication scheme

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do Who's who on the Council	Website / Contact Clerk	
Contact details for Parish Clerk and Council members	Website / Contact Clerk / Noticeboard	
Staffing structure	Contact Clerk	
Class 2 – What we spend and how we spend it		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / Contact Clerk	
Finalised budget	Website / Contact Clerk	
Precept	Website / Contact Clerk	
Financial Standing Orders and Regulations	Website / Contact Clerk	
Grants given and received	Contact Clerk	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing		
Annual governance statement in format included in the Annual Return form	Website / Contact Clerk	
Design Statement	Website / Contact Clerk	
Annual Report to Parish or Community Meeting	Website / Contact Clerk / Noticeboard	
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	Website / Contact Clerk	
Class 4 – How we make decisions		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Contact Clerk / Noticeboard	
Agendas of meetings (as above)	Website / Contact Clerk / Noticeboard	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / Contact Clerk / Noticeboard	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website / Contact Clerk	
Responses to consultation papers	Website / Contact Clerk	
Responses to planning applications	Website / Contact Clerk	
Class 5 – Our policies and procedures		
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 • Code of Conduct • Policy statements	Website / Contact Clerk	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • 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)	Website / Contact Clerk	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection	Website / Contact Clerk	

Schedule of Costs	Contact Clerk	
Class 6 – Lists and Registers		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Contact Clerk	
Assets register, including details of public land and building assets	Website / Contact Clerk	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Contact Clerk	
Register of members' interests	NNC Website / Contact Clerk / North Northamptonshire Council: 0300 126 3000	
Register of gifts and hospitality	Contact Clerk	
Class 7 – The services we offer		
Recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk / Contact North Northamptonshire Council 0300 126 3000	
The George	Contact Clerk	
Additional Information Information not itemised in the lists above		