

Freedom of Information Act

The Model Freedom of Information Act was adopted by Offham Parish Council on 1st October 2013

All FOI requests should be submitted to [the Clerk](#).

Information available from Offham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost(postage not included in price listed)
Class1 - Who we are and what we do	Web Site	Free
(Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy	25p/p
Who's who on the Council and its Committees	Web site Hard copy	Free 25p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 25p
Location of main Council office and accessibility details	N/A	
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) Current and previous financial year as a minimum Annual return form and report by auditor		
Finalised budget	Website Hard copy	Free 25p/p
Precept	Web site Hard copy	Free 25p/p
Borrowing Approval letter	Hard copy	25p/p
Financial Standing Orders and Regulations	N/A	N/A
Grants given and received	Web site Hard copy	Free 25p/p
List of current contracts awarded and value of contract	Hard copy	25p/p
Members' allowances and expenses	Hard copy	25p/p
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum)	N/A	N/A
Chairman's Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site	Free
	Hard copy	25p/p
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
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, any committee/sub-committee meetings and parish meetings)	Web site	Free
	Hard copy	25p/p
Agendas of meetings (as above)	Web site	Free
	Notice Boards	Free
	Hard copy	25p/p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site	Free
	Hard copy	25p/p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	25p/p
Responses to consultation papers	Hard copy	25p/p
Responses to planning applications	Minutes available on web site	Free
	Hard copy	25p/p
Bye-laws	Website	Free
	Hard copy	25p/p
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	Web site	Free
Procedural standing orders	Hard copy	25p/p
Committee and sub-committee terms of reference	Hard copy	25p/p
Delegated authority in respect of officers	Hard copy	25 p
Code of Conduct	Hard copy	25p/p
Policy statements	N/A	N/A
Policies and procedures for the provision of services and about the employment of staff:		

Internal policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	25p/p
Information security policy	Hard copy	25p/p
Records management policies (records retention, destruction and archive)	Hard copy	25p/p
Data protection policies	Hard copy	25p/p
Schedule of charges (for the publication of information)	Hard copy	25p/p
Class 6 – Lists and Registers	Hard copy	
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)		
Assets Register	Hard copy	25p/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)	N/A	
Register of members' interests	Hard copy	25p/p
Register of gifts and hospitality	Hard copy	25p/p
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres (Village Hall)	N/A	
Parks, playing fields and recreational facilities	Web site	Free
	Hard copy	25p/p
Seating, litter bins, clocks, memorials and lighting		
	Hard copy	25p/p
Bus shelters		
	Hard copy	25p/p
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

All requests for hard copies of information must be submitted in writing to the Clerk, Offham Parish Council. Offham Parish Council will strive to supply the information within 28 days of receiving the request providing payment for costs have been received. If there is likely to be any delay in providing the information, written confirmation of this delay will be provided.

Contact details:

Lynne Mackie
 Clerk to Offham Parish Council
Clerk@offham-pc.gov.uk
 07563 606573

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .25.p per sheet (black & white)	Actual cost 25p
	Photocopying @ .25.p per sheet (colour)	Actual cost 25p
	Postage	Actual cost of Royal Mail standard 2 nd class