

**Ouston Parish Council – Guide to Information
Freedom of Information Act (2000)**

| <u>Information to be published</u> | <u>How the information can be obtained</u> | <u>Cost per sheet</u> |
|---|--|------------------------|
| Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who's who on the Council | Notice board Website Hard Copy – contact Clerk | Free Free See P4 |
| Contact details for Parish Clerk and Council Members | Notice board Website Hard Copy – contact Clerk | Free Free See P4 |
| Location of Council office and accessibility details | Not applicable | |
| Staffing Structure | Not applicable | |

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| Class 2 – What we spend and how we spend it (Financial information relating to income, expenditure, procurement, contracts and audits) Current and previous financial year as a minimum | | |
| Annual return form and report by auditor | Hard copy – contact Clerk | See P4 |
| Finalised budget | Not applicable | |
| Precept | Hard copy – contact Clerk | See P4 |
| Borrowing Approval Letter | Not applicable | |
| Financial Standing Orders and Regulations | Not applicable | |
| Grants given and received | Hard copy – contact Clerk | See P4 |
| List of current contracts awarded and value of contracts | Hard copy – contact Clerk | See P4 |
| Members allowances and expenses | Hard copy – contact Clerk | See P4 |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan | Not applicable | |
| Annual Report to Parish | Hard copy – contact Clerk | See P4 |
| Quality Status | Not applicable | |
| Local Charters drawn up in accordance with DCLG guidelines | Not applicable | |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, committee, sub-committee and Parish Meetings) | Notice board Website Hard copy – contact Clerk | Free Free See P4 |
| Agenda of meetings (as above) | Notice board Website Hard copy – contact Clerk | Free Free See P4 |
| Minutes of meetings (as above) Note: this excludes information properly regarded as private to the meeting | Notice board Website Hard copy – contact Clerk | Free Free See P4 |
| Reports presented to council meetings Note: this excludes information properly regarded as private to the meeting | Hard copy – contact Clerk | See P4 |
| Responses to consultation papers | Hard copy – contact Clerk | See P4 |
| Responses to planning applications | Hard copy – contact Clerk | See P4 |
| Bye laws | Not applicable | |

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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services & responsibilities). | | |
| Policies and procedures for the conduct of council business: Procedural Standing Orders | Website Hard Copy – contact Clerk | Free See P4 |
| Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct | Not applicable Not applicable Hard copy – contact Clerk | See P4 |
| Policy Statements | Not applicable | |
| Policies and procedures for the provision of services and about the employment of staff: Employee contract of employment | Hard copy – contact Clerk | See P4 |
| Internal policies relating to the delivery of services Equality and diversity policy Health & Safety policy Recruitment policies (including current vacancies) Policies & procedures for handling requests for information | Not applicable Not applicable Not applicable Not applicable | |
| Complaints procedure (including those covering requests for information) | Not applicable Website Hard copy – contact | Free See P4 |

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| | Clerk | |
| Information security policy – Information security is dealt with in accordance with current legislation and covers in particular, items of a confidential nature. | Hard copy – contact Clerk | See P4 |
| Records management policy (records retention, destruction and archive) | Hard copy – contact Clerk | See P4 |
| Data protection policy | Hard copy – contact Clerk | See P4 |
| Schedule of charges (for the publication of information) | Website Hard copy – contact Clerk | Free See P4 |

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| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Any publically available register or list | Not applicable | |
| Asset register | Hard copy – contact Clerk | See P4 |
| Disclosure log | Not applicable | |
| Register of members interests | Hard copy – contact Clerk | See P4 |
| Register of gifts and hospitality | Hard copy – contact Clerk | See P4 |

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| Class 7 – The services we offer (Current information only) | | |
| Allotments | Website Hard copy –contact Clerk or Allotment Association | Free See P4 |
| Burial grounds or closed churchyards | Not applicable | |
| Community centres & Village Halls | Not applicable | |
| Parks, playing fields & recreational facilities | Inspection only | |
| Seating, litter bins, clocks, memorials & lighting | Inspection only | |
| Bus Shelters | Inspection only | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee | Not applicable | |

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| Additional Information This will provide Councils with the opportunity to publish information not itemised in the lists above | | |
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| Contact Details | | |
| Mr D. Toulmin 2 Ouston Springs Farm Cottages, Ouston County Durham | | |

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The above information will be available to members of the public upon written request to the Clerk at the above address.

Schedule of Charges

| TYPE OF CHARGE | Description | Basis of Charge |
|-----------------------|---|---|
| Disbursement cost | Photocopying @ £3 for between 1-5 sheets & £1 per sheet thereafter (monochrome) | Actual cost of copying, distributing, formatting documents and stationery |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (relevant statute to be quoted) |
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