

# INFORMATION GUIDE

## Information available from Aston Tirrold and Aston Upton Parish Council (APC)

'Publications scheme' as in ICO model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (organisational information, structures, locations and contacts) Current information only	<a href="https://sites.google.com/site/astonsparishcouncils">https://sites.google.com/site/astonsparishcouncils</a> Information also from Astons News where specified, from <b>astons.parishclerk@gmail.com</b> by email (free) or as 'hard copy' (charges at end of document)
Who's who on the Council and its Committees	website/hard copy/Astons News
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	names on website; names and telephone numbers in Astons News; email addresses by request to clerk.
Location of main Council office and accessibility details	contact parish clerk
<i>Staffing structure</i>	<i>parish clerk only</i>
<b>Class 2 – What we spend and how we spend it</b> (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	website/hard copy
Finalised budget	website/hard copy
Precept	website/hard copy
<i>Borrowing Approval letter</i>	<i>none</i>
Financial Standing Orders and Regulations	website/hard copy
Grants given and received	website/hard copy/Astons News
List of current contracts awarded and value of contract	hard copy
Members' allowances and expenses	hard copy if any
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	

Parish Plan (current and previous year as a minimum)	Community Led Plan – <a href="http://www.theastonsclp.org.uk">http://www.theastonsclp.org.uk</a>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website/hard copy
<i>Quality status</i>	<i>none</i>
<i>Local charters drawn up in accordance with DCLG guidelines</i>	<i>none</i>
<b>Class 4 – How we make decisions</b> (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)	website/hard copy
Agendas of meetings (as above)	website/hard copy/noticeboard
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website/hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website (minutes)
Responses to consultation papers	website (minutes)
Responses to planning applications	<a href="http://www.southoxon.gov.uk/">http://www.southoxon.gov.uk/</a> or clerk
<i>Bye-laws</i>	<i>none</i>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
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	PC Standing Orders: website/hard copy Astons Recreation Committee Terms of Reference: website and hard copy:  <a href="http://www.southoxon.gov.uk/services-and-advice/local-democracy/councillors-and-committees/rules-councillors/councillors-code-co">http://www.southoxon.gov.uk/services-and-advice/local-democracy/councillors-and-committees/rules-councillors/councillors-code-co</a>
Policies and procedures for the provision of services and about 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)	Equal Opportunities Policy: website/hard copy Health and Safety Policy: website/hard copy Recruitment Policy: website/hard copy Information Guide/Publications Scheme: website/hard copy Grievance Policy: website/hard copy

	Expenses Policy: website/hard copy
<i>Information security policy</i>	<i>No sensitive information</i>
Records management policies (records retention, destruction and archive)	work in progress
Data protection policies	compliant with principles of Data Protection Act
Schedule of charges for the publication of information	charges for hard copies at end of document
<b>Class 6 – Lists and Registers</b> 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	website/hard copy
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)	request to parish clerk, if held
Register of members' interests	SODC website <a href="http://democratic.southoxon.gov.uk/mgParishCouncilDetails">http://democratic.southoxon.gov.uk/mgParishCouncilDetails</a>
Register of gifts and hospitality	request to parish clerk, if any
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
<i>Allotments</i>	<i>none</i>
Burial grounds and closed churchyards	N/A (grant to PCC)
Community centres and village halls	Village Hall Management Committee
Parks, playing fields and recreational facilities	Astons Recreation Committee on website/hard copy
Seating, litter (dog) bins, clocks, memorials and lighting	website (minutes)
<i>Bus shelters</i>	<i>none</i>
<i>Markets</i>	<i>none</i>
<i>Public conveniences</i>	<i>none</i>
<i>Agency agreements</i>	<i>none</i>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	information requests as below only
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**SCHEDULE OF CHARGES:** Digital website and email information is free, hard copies will be charged at 10p per sheet plus postage

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Printing or photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class