

UFFINGTON PARISH COUNCIL

Freedom of Information Act 2000 - Publication Scheme

Prepared by	Clerk
Adopted by Uffington Parish Council on	Xx June 2023
Next Review	June 2025

Record of Review, Amendment and Additions

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
Initial Issue	Clerk	Parish Council	Xx June 2023

This document details the information available from Uffington Parish Council under the Freedom of Information Act 2000 Publication Scheme, as required by the Information Commissioner. It covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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Information to be published	How the information can be obtained:
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	1. Hard copy, on application to the Clerk - clerk@uffington.net – ('Hard copy'), or, 2. Website - Uffington Parish Council - Home ('Website') Cost. See schedule of charges at the foot of this document, or otherwise as listed below.
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Website
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Website

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Location of main Council office and accessibility details	Not held – no office
Staffing structure	Not held – only one member of staff
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Website
Statement of accounts and internal audit report in the format included in the Annual Return form	Website
Finalised budget	Hard copy
Precept	Website
Borrowing Approval letter	Not held – no borrowing
All items of expenditure above £100	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Not held – no allowances or expenses
Class 3 – What our priorities are and how we are doing	Website

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(Strategies and plans, performance indicators, audits, inspections and reviews)	
Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Website
Parish Plan	Website
Annual Report to Parish or Community Meeting	Website
Quality status	Not held
Local charters drawn up in accordance with DLUHC's guidelines	Not held
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Current and previous council year as a minimum	Website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website

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Agendas of meetings (as above)	Website
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Not held – no bye-laws
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website
Policies and procedures for the provision of services and about the employment of staff:	Website

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<ul style="list-style-type: none"> • 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) 	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(Some information may only be available by inspection)
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy or website
Assets register, including details of public land and building assets	Hard copy
Register of members' interests	Website
Register of gifts and hospitality	Website

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Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Some information may only be available by inspection.
Current information only	
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Hard copy (Asset Register)
Bus shelters	Hard copy (Asset Register)
Markets	Not held – no markets
Public conveniences	Not held – no public conveniences
Agency agreements	Not held – no agency agreements
Services for which we are entitled to recover a fee and details of those fees (e.g., burial fees)	Website
Additional Information	
Information not itemised in the lists above	Website or hard copy (£1 minimum per hard copy document)

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Schedule of charges

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying or printing per sheet (black & white)	Actual cost * (Minimum charge: £1.00)
	Photocopying or printing per sheet (colour)	Actual cost (Minimum charge: £1.00)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Administration charge	£15 per hour

* The actual cost incurred at the time of copying.