

## Information available from Osbaston Parish Council under the ICO Model Publication Scheme

This publication scheme gives examples of the kinds of information that the Information Commissioners Office would expect Osbaston Parish Council to provide in order to meet its commitments under the Model Publication Scheme (Freedom of Information Act).

The ICO would expect Osbaston Parish Council to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
Who's who on the Council and its committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and link to an online contact form)		
Accessibility details – i.e. Clerks home address		

<p><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)</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
Current and previous financial year as a minimum		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given or received		
Members' allowances and expenses		

<p><b>Class 3 – What our priorities are and how we are doing</b> (Any strategies or plans, performance indicators, audits, inspections and reviews)</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
<p>Current and previous year as a minimum</p> <p>Annual Report to Annual Parish Meeting</p>		

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>		

<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	<p>Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a></p> <p>Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets register</p>		
<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)</p>		

Register of members' interests		
Register of gifts and hospitality		

<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 Streetlights Seating Bus shelters	Information available on the Parish Council's website <a href="http://www.osbastonparishcouncil.org.uk">www.osbastonparishcouncil.org.uk</a>  Further information can be obtained from the Parish Clerk on 01455 699618 or email <a href="mailto:osbastonpc@gmail.com">osbastonpc@gmail.com</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
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**Contact details:**

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**SCHEDULE OF CHARGES**

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	

**Adopted March 2021**

**Minute Reference 70/21**