

Information available from Hammerwich Parish Council under the Freedom of Information Act model publication scheme

This template guide 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.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	On Council website	Free
Details of any representation on local public bodies	On Council website	Free
Postal and email address	Email address only, on Council website.	Free
Contact details for Parish Clerk and Council members	All email addresses on Council website.	
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Not held	-
Staffing structure	On Council website	Free
Class 2 – What we spend and	(hard copy or website)	

<p>how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	On Council website	Free
Finalised budget	On Council website	Free
Precept	On Council website	Free
Borrowing Approval letter	Not held	-
All items of expenditure above £100	On Council website	Free
Financial Standing Orders and Regulations	On Council website	Free
Grants given and received	On Council website	Free
List of current contracts awarded and value of contract	On Council website	Free
Members' allowances and expenses	Allowance: Not held Expenses: On Council website	- Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	On Council website	Free
Parish Plan	Not held	-

Annual Report to Parish or Community Meeting	On Council website	Free
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 (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	-
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On Council website	Free
Agendas of meetings (as above)	On Council website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	On Council website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On Council website	Free
Responses to consultation papers	On Council website	Free
Responses to planning applications	On the Planning Portal of Lichfield District Council	Free
Bye-laws	Not held	-

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <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 	<p>On Council website: Procedural standing orders, Code of Conduct, Policies</p> <p>Others: not held</p>	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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) 	Not held	-
<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>	On Council website: IT Policy and Data Protection Policy	Free

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	On Council website	Free
Assets register, including details of public land and building assets	On Council website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	-
Register of members' interests	On Council website	Free
Register of gifts and hospitality	Not held	-
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not held	-
Burial grounds and closed churchyards	Not held	-
Community centres and village halls	Not held	-
Parks, playing fields and recreational facilities	On Council website	Free
Seating, litter bins, clocks, memorials and lighting	On Council website	Free
Bus shelters	On Council website	Free
Markets	Not held	-
Public conveniences	Not held	-
Agency agreements	Not held	-
Services for which we are entitled to recover a fee and details of those fees	Not held	-

(eg burial fees)		
Additional Information		
Information not itemised in the lists above	-	-

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	-	-

* the actual cost incurred