

Adderley Parish Council

Publication Scheme

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the whole public sector. The Act obliges every public authority to adopt and maintain an approved Publication Scheme. The intention of a Publication Scheme is to require authorities to make certain kinds of information routinely available to the public.

Adderley Parish Council has adopted the standard Scheme approved by the Information Commissioner's Office appropriate for parish councils at its meeting on 11th May 2022 and a copy of this is with the Parish Council's Policy Documents on the website.

The guide below is a list of the current documents routinely available, most of them can be found on the Parish website.

The guide is reviewed every 12 months.

Questions regarding the Publication Scheme should be directed to the Clerk.

Information that is not published under this scheme can be requested in writing, when it's provision will be considered under the Freedom of Information Act.

Contact details:

The Clerk – Jane Evans
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[www. adderleyparish.co.uk](http://www.adderleyparish.co.uk)

INFORMATION TO BE PUBLISHED		
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) <div>website:adderleyparish.co.uk</div> This will be current information only.		
Who's who on the Council and its Committees	website and parish notice board	free
Contact details for Parish Clerk and Council members	website and parish notice board	free
Location of main Council office and accessibility details	website and parish notice board	free
Staffing structure	website	free

Class 2 – What we spend and how we spend it (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 or contact Clerk	free
Finalised budget	website or contact Clerk	10p pp
Precept	website or contact Clerk	10p pp
Financial Standing Orders and Regulations	website or contact Clerk	10p pp
Grants given and received	Contact Clerk	10p pp
List of current contracts awarded and value of contract	Contact Clerk	10p pp

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan - current	website or contact Clerk	free
Annual Reports to Parish Meeting (current and previous year)	website or contact Clerk	free

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings	website or contact Clerk	free
Agendas of meetings (as above)	website or contact Clerk	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website or contact Clerk	10p pp
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	website or contact Clerk	10p pp
Responses to consultation papers (as part of minutes of meetings)	website or contact Clerk	10p pp
Responses to planning applications	Shropshire Planning Portal website	

Class 5 – Our policies and procedures

(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 Code of Conduct Policy statements	website or contact Clerk	10p pp
Policies and procedures for handling requests for administration, procedures and the supply of information: Records Management Policy Personal Data Management & Audit Policy Subject Access Policy Privacy Policy	website or contact Clerk	10p pp

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	website or contact Clerk	10p pp
Register of members' interests	Shropshire Council website	free
Register of gifts and hospitality	Shropshire Council website	free

Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Parks, playing fields and recreational facilities	website or contact Clerk	
Street Lighting	website or contact Clerk	
Seating and litter bins	website or contact Clerk	
Bus shelters	website or contact Clerk	