

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Information available from Abbots Langley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard copy - Parish Council offices	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy - Parish Council offices	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy - Parish Council offices	Free 10p/sheet
Staffing structure	Website Hard copy - Parish Council offices	Free 10p/sheet
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.)		
Annual return form and report by auditor	Hard copy - Parish Council offices	10p/sheet
Finalised budget	Hard copy - Parish Council offices	10p/sheet
Precept	Hard copy - Parish Council offices	10p/sheet
Financial Standing Orders and Regulations	Hard copy - Parish Council offices	10p/sheet
Grants given and received	Hard copy - Parish Council offices	10p/sheet
List of current contracts awarded and value of contract	Hard copy - Parish Council offices	10p/sheet
Members' allowances and expenses	Hard copy - Parish Council offices	10p/sheet

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous years)	Hard copy - Parish Council offices	10p/sheet
Quality status	Hard copy - Parish Council offices	10p/sheet

Class 4 - How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Notice Boards Hard copy - Parish Council offices	Free Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy - Parish Council offices	Free 10p/sheet
Minutes of meetings (as above) Note: This will exclude information that is properly regarded as private to the meeting.	Website Hard copy - Parish Council offices	Free 10p/sheet
Reports presented to council meetings Note: This will exclude information that is properly regarded as private to the meeting.	Hard copy - Parish Council offices	10p/sheet
Responses to consultation papers	Hard copy - Parish Council offices	10p/sheet
Responses to planning applications	Hard copy - Parish Council offices	10p/sheet
Bye-laws	Hard copy - Parish Council offices	10p/sheet

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only, not historical.		
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	Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the 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)	Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices Hard Copy - Parish Council offices Website Hard Copy - Parish Council offices	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet Free 10p/sheet
Information security policy	Hard Copy - Parish Council offices	10p/sheet
Records management policies (records retention, destruction and archive)	Hard Copy - Parish Council offices	10p/sheet
Data protection policies	Hard Copy - Parish Council offices	10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy - Parish Council offices	Free 10p/sheet

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Class 6 - Lists and Registers 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)	Inspection	Free
Assets Register	Hard copy - Parish Council offices	10p/sheet
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)	Hard copy - Parish Council offices	10p/sheet
Register of members' interests	Hard copy - Parish Council offices	10p/sheet
Register of gifts and hospitality	Hard copy - Parish Council offices	10p/sheet

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		
Allotments	Website Hard copy - Parish Council offices	Free Free
Community centres and village halls	Website Hard copy - Parish Council offices	Free Free
Parks, playing fields and recreational facilities	Website Hard copy - Parish Council offices	Free Free
A summary of services for which the council is entitled to recover a fee, together with those fee		

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Additional Information		
Local walks	Website Hard copy - Parish Council offices	Free Free
Local groups information	Website Hard copy - Parish Council offices	Free Free
Diary Dates	Website Hard copy - Parish Council offices	Free Free
Grant Application Pack	Website Hard copy - Parish Council offices	Free Free

Schedule of Charges

Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Printing @ 35p per sheet (colour)	Actual cost 35p
	Postage	Actual cost of Royal Mail standard 2 nd class
	Complex request requiring additional staff time	£25.00/hour - Fully over headed cost of staff.
Staff Time (for complex requests) ^[1]	£25.00/hour	Fully over headed cost of staff.

Notes:

^[1] Complex requests are defined as requests for information that go beyond just making a document or standard information available. They require staff time to investigate and collate information to meet the requirements of the request.

Abbots Langley Parish Council
Freedom of Information - Guide to Published Information



Contact Details

The Clerk to the Council is responsible for maintaining the Parish Council's compliance with the Freedom of Information Act.

Tim Perkins
Clerk to the Council
Abbots Langley Parish Council
Council Offices
Langley Road
Abbots Langley
Herts
WD5 OEJ

Phone: 01923 265139

Email: tim.perkins@abbotslangley-pc.gov.uk

Source Documents:

NALC Legal Briefing L19-08 - 09/2008

LAIS/HAPTC LAIS 1263 - 10/2008

Information Commissioners Office Guide for Parish Councils - v1 - 09/2008

Document Revision History

Date	Version	Revision
02/02/2005	Final	Content agreed
18/03/2008	1.01	Added para. 2, minor corrections, font changes and pdf version for website.
28/03/2008	1.02	Amended title, minor layout corrections.
24/11/2008	2.00	Final draft to comply with Information Commissioners revised requirements for Parish Councils, effective 1 st January 2009. Adopted by the Parish Council's F&A Committee, minute 311.

z:\general\freedom of information\alpc freedom of information guide to published information v2.00.docx