

MIDDLETON PARISH COUNCIL

Information under the Freedom of Information Act model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|---------------------------------------|------|
| Class 1 - Who we are and what we do | | |
| Who's who on the Council | Website / Contact Clerk / Noticeboard | |
| Contact details for Parish Clerk and Council members | Website / Contact Clerk / Noticeboard | |
| Staffing structure | Contact Clerk | |
| Class 2 – What we spend and how we spend it | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Website / Contact Clerk | |
| Finalised budget | Website / Contact Clerk | |
| Precept | Website / Contact Clerk | |
| Financial Standing Orders and Regulations | Website / Contact Clerk | |
| Grants given and received | Contact Clerk | |
| List of current contracts awarded and value of contract | Contact Clerk | |
| Members' allowances and expenses | Website | |
| Class 3 – What our priorities are and how we are doing | | |
| Annual governance statement in format included in the Annual Return form | Website / Contact Clerk | |
| Design Statement | Website / Contact Clerk | |
| Annual Report to Parish or Community Meeting | Website / Contact Clerk / Noticeboard | |
| 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 | Website / Contact Clerk | |
| Class 4 – How we make decisions | | |

| | | |
|---|---------------------------------------|--|
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website / Contact Clerk / Noticeboard | |
| Agendas of meetings (as above) | Website / Contact Clerk / Noticeboard | |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Website / Contact Clerk / Noticeboard | |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Website / Contact Clerk | |
| Responses to consultation papers | Website / Contact Clerk | |
| Responses to planning applications | Website / Contact Clerk | |
| Class 5 – Our policies and procedures | | |
| <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 | Website / Contact Clerk | |
| <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) | Website / Contact Clerk | |
| Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection | Website / Contact Clerk | |

| | | |
|--|--|--|
| Schedule of Costs | Contact Clerk | |
| Class 6 – Lists and Registers | | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Contact Clerk | |
| Assets register, including details of public land and building assets | Website / Contact Clerk | |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Contact Clerk | |
| Register of members' interests | Website / Contact Clerk / North Northamptonshire Council: 0300 126 3000 or www.northnorthants.gov.uk-parish councils - Middleton | |
| Register of gifts and hospitality | Contact Clerk | |
| Class 7 – The services we offer | | |
| Recreational facilities | Contact Clerk | |
| Seating, litter bins, clocks, memorials and lighting | Contact Clerk / Contact North Northamptonshire Council 0300 126 3000 | |
| Bus shelters | Contact Clerk | |
| Additional Information Information not itemised in the lists above | | |