



Information available from Sopley Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b><i>Class 1 – Who are we and what we do</i></b>            Organisational information, structures, locations and contacts (This will be current information only)</p>	<p>Website and/or Hard copy.</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website, newsletter, noticeboards.            Hard copy from the Council office.</p>	<p>Free            10p/A4 sheet</p>
<p>Contact details for Clerk and Council members with telephone number and email address</p>	<p>Website, newsletter, noticeboards.            Hard copy from the Council office.</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Website, newsletter, noticeboards            Hard copy from the Council office</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website            Hard copy from the Council office</p>	<p>Free            10p/A4 sheet</p>



<p><b><i>Class 2 – What we spend and how we spend it</i></b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p>Website and/or          Hard copy</p>	
<p>Annual return form and report by auditor</p>	<p>Website          Hard copy from the Council office</p>	<p>Free          10p/A4 sheet</p>
<p>Grants given and received</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>
<p>Members' allowances and expenses</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>
<p><b><i>Class 3 – What our priorities are and how we are doing</i></b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p><i>Website and/or hard copy</i></p>	
<p>Annual Report to Annual Parish Meeting</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>



<p><b><i>Class 4 – How we make decisions</i></b>          (Decision making processes and records of decisions)</p>	<p>Website and/or Hard copy</p>	
<p>Timetable of meetings (Council and committee meetings)</p>	<p>Website          Hard copy from Council office</p>	<p>Free          10p/A4 sheet</p>
<p>Agendas of meetings (as above)          Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting</p>	<p>Website          Hard copy from Council office</p>	<p>Free          10p/A4 sheet</p>
<p>Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting Responses to consultation papers</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>
<p>Responses to planning applications</p>	<p>Website          Hard copy from Council office</p>	<p>Free          10p/A4 sheet</p>



<p><b><i>Class 5 – Our Policies and Procedures</i></b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Website and/or Hard copy</p>	
<p>Policies and procedures for the conduct of Council business:          Procedural Standing Orders          Committee and sub-committee Terms of Reference          Code of Conduct          Policy and Protocol statements</p>	<p>Website          Hard copy from the Council office</p>	<p>Free          10p/A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:          Internal policies relating to the delivery of services including</p> <ul style="list-style-type: none"> <li>• Equal Opportunities Policy</li> <li>• Health and Safety Policy</li> <li>• Safer Recruitment Policy (including current vacancies)</li> </ul>	<p>Website          Hard copy from the Council office</p>	<p>Free          10p/A4 sheet</p>



# Sopley Parish Council

<p>Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)          Records management policies (records retention, destruction and archive)          Data Protection Policy          Schedule of charges (for the publication of information)</p>	<p>Website          Hard copy from the Council office</p>	<p>Free          10p/A4 sheet</p>
<p><b><i>Class 6 – Lists and Registers</i></b>          Currently maintained lists and registers only</p>	<p>Website and/or Hard copy</p>	
<p>Assets Register          Register of members’ interests          Register of gifts and hospitality</p>	<p>Website          Hard copy from the Council office</p>	<p>Free          10p/A4 sheet</p>
<p><b><i>Class 7 – The services we offer</i></b>          Current information only</p>	<p>Website and/or Hard copy</p>	



**Contact details:**

Website Address: [www.sopley.gov.uk](http://www.sopley.gov.uk)

Requests for hard copies can be made to - The Parish Clerk, Silver Mist, Ringwood Road, Sopley, BH23 7BE

Telephone: 01425 674833      email: [parish.clerk@sopley.gov.uk](mailto:parish.clerk@sopley.gov.uk)

**SCHEDULE OF CHARGES**

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost



## Sopley Parish Council

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Act</b>	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	