



Freedom of Information Act 2000

2 December 2008

Hartshill Parish Council has adopted the Parish Council model scheme which has been approved by the Information Commissioner

The purpose of the scheme is to be a means by which local Councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information pro-actively and to develop a greater culture of openness and transparency.

In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

The information contained in each class is available from the Parish Clerk, PO Box 5036 Nuneaton CV11 9FN ☎02476 387395

or email hartshillparishcouncil@gmail.com (excluding Saturday, Sunday and Bank Holidays). Any requests for information will be responded to within 20 working days.

Class 1: Who we are and what we do – Current information only

Who's who on the Council and its Committees

Contact details for the Parish Clerk and Council members (named contacts with telephone number and email address if used)

Location of Council Office

Staffing structure

Class 2: What we spend and how we spend it – Current and previous financial year

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Class 3: What are our priorities and how are we doing

Strategies and plans, audits, inspections and reviews

Class 4: How we make decisions – Current and previous Council year

Timetable of meetings, agendas of meeting, minutes, reports presented to the Council, responses to consultation papers and planning applications

Class 5: Our Policies and Procedures

Procedural Standing Orders

Delegated authority in respect of officers

Code of Conduct

Policy Statements

Guidelines for meetings

Policy and procedure for handling requests for information

Complaints procedure (including those covering requests for information and operating the publication scheme)

Record Management

Data Protection policy

Schedule of charges

Class 6: Lists and Registers

Burial records

Asset Register

Register of members' interests

Register of gifts and hospitality

Register of members' attendance

Class 7 – The services we offer

Burial ground

Recreational facilities at Snowhill Recreation Ground

Seating, litter bins, grit bins, CCTV, parish notice boards

Leaflet – guide to Memorial Safety Testing

Leaflet – Helping you choose a memorial

Reviewed
June 2011
June 2013
June 2015
June 2017
June 2020
June 2023