

Information available from Oakham Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
Who's who on the Council and its Committees	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
Location of main Council office and accessibility details	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
Staffing structure	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website or hard copy depending on the information required. Please contact the Clerk to the Council	10p per sheet
Annual return form and report by auditor	Hard Copy	£1.00
Finalised budget	Hard Copy Email	10p per sheet Free
Precept	Hard Copy Email	10p per sheet Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy Email Website	10p per sheet Free Free
Grants given and received	Hard Copy Email Website	10p per sheet Free Free
List of current contracts awarded and value of contract	Hard Copy Email	10p per sheet Free
Members' allowances and expenses – Please note that Members of Oakham Town Council do not claim any allowance for being a member and any expenses claimed are governed by national guidelines	Hard Copy Email	10p per sheet Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan		
Annual Report	Hard Copy Website	10p per sheet Free
Quality Council		
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Responses to consultation papers</p>	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<p>Responses to planning applications</p>	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<p>Bye-laws</p>	<p>N/A</p>	<p>N/A</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Hard Copy Website</p>	<p>10p per sheet Free</p>

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>All</p> <p>Hard Copy Website</p>	<p>10p per sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>All</p> <p>Hard Copy Website</p> <p>N/A</p>	<p>10p per sheet Free</p> <p>N/A</p>
Information security policy	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
Records management policies (records retention, destruction and archive)	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
Data protection policies	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
Schedule of charges (for the publication of information)	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy or website; some information may only be available by inspection</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<p>Electoral Roll for inspection only</p>	

Assets Register	Hard Copy Email	10p per sheet Free
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 Email	10p per sheet Free
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per 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	Hard copy or website; some information may only be available by inspection	
Allotments	Website	
Burial grounds and closed churchyards	Website	
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	N/A	N/A
Public conveniences	Website	
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: In instances where a Hard Copy is the only means by which the information is available then please contact the Clerk to the Council, Ms Greaves on 01572 723627 or via e-mail at agreaves@oakhamtowncouncil.gov.uk.

Adopted 10/07/2019

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @10p per sheet (Colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

*** the actual cost incurred by the public authority**