

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*
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*\*Black & white copies assumed. Colour copies charged at 25p/sheet.*

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
List of Council members and their responsibilities as well as a list of Council Committees	Website Hard copy - Parish Council offices	Free 5p/sheet
Details of any representation on local public bodies	Website Hard copy - Parish Council offices	Free 5p/sheet
Postal and email address	Website Hard copy - Parish Council offices	Free 5p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy - Parish Council offices	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy - Parish Council offices	Free 5p/sheet
Staffing structure	Website Hard copy - Parish Council offices	Free 5p/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.)		
Statement of accounts and internal audit report in the format included in the Annual Return Form	Website Hard copy - Parish Council offices	Free 5p/sheet
Finalised budget	Hard copy - Parish Council offices	5p/sheet
Precept	Hard copy - Parish Council offices	5p/sheet
Monthly expenditures	Website	Free

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	Hard Copy - Parish Council offices	5p/sheet
Financial Standing Orders and Regulations	Website Hard copy - Parish Council offices	Free 5p/sheet
Grants given	Website Hard copy - Parish Council offices	Free 5p/sheet
Grants received	Hard copy - Parish Council offices	5p/sheet
List of current contracts awarded and value of contract	Hard copy - Parish Council offices	5p/sheet
Members' allowances and expenses	Hard copy - Parish Council offices	5p/sheet

Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual governance statement in format included in the Annual Return Form	Website Hard copy - Parish Council Offices	Free 5p/sheet
Parish Key Projects List	Hard copy - Parish Council offices	5p/sheet
Annual Report to Parish or Community Meeting (current and previous years)	Website Hard copy - Parish Council offices	Free 5p/sheet
Quality status	Hard copy - Parish Council offices	5p/sheet
Data Protection Audit	Hard copy - Parish Council offices	5p/sheet
Eco-Audit	Hard copy - Parish Council offices	5p/sheet
Neighbourhood Plan	Website Hard copy - Parish Council offices	Free 5p/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 5p/sheet

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Agendas of meetings (as above)	Website Hard copy - Parish Council offices	Free 5p/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 5p/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	5p/sheet
Responses to consultation papers	Hard copy - Parish Council offices	5p/sheet
Responses to planning applications	Hard copy - Parish Council offices	5p/sheet
Bye-laws	Hard copy - Parish Council offices	5p/sheet

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only, not historical.		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<ul style="list-style-type: none"> <li>• Website Hard Copy - Parish Council offices</li> <li>• Website Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> <li>• Website Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> </ul>	<ul style="list-style-type: none"> <li>• Free 5p/sheet</li> <li>• Free 5p/sheet</li> <li>• 5p/sheet</li> <li>• Free 5p/sheet</li> <li>• 5p/sheet</li> </ul>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> </ul>	<ul style="list-style-type: none"> <li>• Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> <li>• Hard Copy - Parish Council offices</li> </ul>	<ul style="list-style-type: none"> <li>• 5p/sheet</li> <li>• 5p/sheet</li> <li>• 5p/sheet</li> <li>• 5p/sheet</li> <li>• 5p/sheet</li> </ul>

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<ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy - Parish Council offices</li> </ul>	<ul style="list-style-type: none"> <li>Free</li> <li>5p/sheet</li> </ul>
Records management, personal data and access to information policies (include information security policies, records retention, destruction and archive policies, and data protection including data sharing and CCTV usage policies)	Hard Copy - Parish Council offices	5p/sheet

Class 6 - Lists and Registers Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection	Free
Assets Register, including details of public land and building assets	Hard copy - Parish Council offices	5p/sheet
Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice)	Hard copy - Parish Council offices	5p/sheet
Register of members' interests	Website Hard copy - Parish Council offices	Free 5p/sheet
Register of gifts and hospitality	Hard copy - Parish Council offices	5p/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 5p/sheet
Community centres and village halls	Website Hard copy - Parish Council offices	Free 5p/sheet
Parks, playing fields and recreational facilities	Website Hard copy - Parish Council offices	Free 5p/sheet
Seating, litter bins, clocks, memorials, lighting	Hard copy - Parish Council offices	5p/sheet
Bus shelters	Hard copy - Parish Council offices	5p/sheet
Agency agreements	Hard copy - Parish Council offices	5p/sheet

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Services for which the council is entitled to recover a fee and details of those fees	Hard copy - Parish Council offices	5p/sheet
Additional Information		
Local walks	Website Hard copy - Parish Council offices	Free 5p/sheet
Local groups information	Website Hard copy - Parish Council offices	Free 5p/sheet
Local events	Website Hard copy - Parish Council offices	Free 5p/sheet
Local notices	Website Hard copy - Parish Council offices	Free 5p/sheet
Grant Application Pack	Website Hard copy - Parish Council offices	Free 5p/sheet

Schedule of Charges

Type Of Charge	Description	Basis Of Charge
Disbursement cost	A4 Photocopying / Printing @ 5p per sheet (black & white)	Actual cost 5p
	A4 Photocopying / Printing @ 25p per sheet (colour)	Actual cost 25p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Complex request requiring additional staff time	£25.00/hour - Fully over headed cost of staff
Staff Time (for complex requests) <sup>[1]</sup>	£25.00/hour	Fully over headed cost of staff

Notes:

<sup>[1]</sup> 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.



## Making A Request for Information

The Chief Officer & Clerk to the Council is responsible for maintaining the Parish Council's compliance with the Freedom of Information Act. Upon receiving a request, the Council will seek to respond to the request within 20 working days.

Isabel Montesdeoca  
Chief Officer & Clerk to the Council  
Abbots Langley Parish Council  
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Herts  
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Records of all requests will be kept in accordance with ICO guidance. The Council may refuse a request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

If this is the case, the Council will contact the requestor to inform them of this citing one of these three reasons.

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Source Documents:

Information Commissioners Office Guide to Information provided by Parish / Community Councils under the Model Publication Scheme - v3.0 - 2021/10/29  
Information Commissioners Office Guide to Freedom of Information, 14 Aug 2017 - 4.9.211

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 <sup>st</sup> January 2009. Adopted by the Parish Council's F&A Committee, minute 311.
24/11/2022	2.01	Checked against updated ICO guidance (Guide to Information Provided by Parish / Community Councils under the model publication scheme, v3,0 20211029). Minor edits made to: align to new guidance, update website details, update disbursement costs, update Clerk's details, and update source documents. Adopted by the Parish Council's F&A Committee, minute 281 i.

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