

## Candovers Parish Council

### Information available under the Model Publication Scheme

Candovers Parish Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website [Candovers Parish Council](#) is provided free of charge. The Schedule of Costs at the end of this document sets out the charges made if information in hard copy is requested. Such a request may be made by contacting the Clerk (details at the end of this document).

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> <i>(Organisational info, structures, locations and contacts)</i> <b>Current information only</b>	
Who's who on the Council	Website, email & hard copy
Details of any representation on local public bodies	Website, email & hard copy
Postal and email address	Website, email & hard copy
Contact details for Parish Clerk and Council members	Website, email & hard copy
Location of office and accessibility details	Website, email & hard copy
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <b>Current &amp; previous financial year as a minimum</b>	<i>Some items may be available for inspection only</i>
Statement of accounts and internal audit report in the format included in the Annual Return form	Website, email & hard copy
Finalised budget	Website, email & hard copy
Precept	Website, email & hard copy
Financial Regulations	Website, email & hard copy
Grants given and received	Website, email & hard copy
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <b>Current and previous year as a minimum</b>	
Annual Governance Statement in format included in the Annual Return form	Website, hard copy & email
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <b>Current and previous year as a minimum</b>	
Timetable of meetings	Website, email & hard copy
Agendas of meetings	Website, email & hard copy

Minutes of meetings	Website, email & hard copy
Reports presented to meetings	Website, email & hard copy
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <b>Current information only</b>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>Procedural standing orders</li> </ul>	Website, email & hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>Equality &amp; Diversity policy</li> <li>Health and Safety policy</li> <li>Recruitment policies</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website, email & hard copy Email & hard copy Email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Records Management Policies: <ul style="list-style-type: none"> <li>Data Protection policy</li> </ul>	Website, email & hard copy
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>	<i>Some information may only be available for inspection</i>
Assets Register, including details of public land and building assets	Website, email & hard copy
Register of members' interests	Website, email & hard copy
<b>Class 7 – The services we offer</b> <b>Current information only</b>	<i>Some may be available for inspection only</i>
Seating, litter bins, clocks, memorials and lighting	Website, email & hard copy
Bus shelters	Website, email & hard copy