

Hockley Heath Parish Council Freedom of Information data schedule

Information to be Published	How the information can be obtained	Cost
<u>Class 1 – who we are and what we do</u>		
Who's who on the council	www.hockleyheath.org.uk/parish-council	FOC
Contact details for the Parish Clerk and Council members	www.hockleyheath.org.uk/parish-council	FOC
Location of main council office and accessibility details	The council does not have a dedicated office. Contact with the council should be made through the clerk at PO Box 16443, Sutton Coldfield, Birmingham, B73 9WA or via email: hhpc2009@hotmail.com , or by phone 07703 647 883. Office hours are 10am to 2pm Monday to Friday.	
Staffing Structure	The council only has one employee, the Clerk/Responsible Financial Officer, who works part time hours.	
<u>Class 2 – What we spend and how we spend it</u>		
Annual Return Form and report by auditor	Please contact the Clerk	FOC
Finalised budget	Please contact the Clerk	FOC
Precept	Please contact the Clerk	FOC
Borrowing Approval Letter	No Current Borrowings	N/A
Financial Standing Orders	Please contact the Clerk	FOC

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Grants given and received	Please contact the Clerk	FOC
List of current contracts awarded and value of contract	Please contact the Clerk	FOC
Members allowances and expenses	Please contact the Clerk	FOC
<u>Class 3 – What our priorities are and how are we doing</u>		
Village Plan	Copies available from the Clerk	Hard copy £5, email FOC
Annual Report to Parish	www.hockleyheath.org.uk/parish-council under Full Council minutes	
Quality status	Hockley Heath has not yet applied for this status	
<u>Class 4 – How we make decisions</u>		
Timetable of meetings	www.hockleyheath.org.uk/parish-council under Calendar	
Agendas of meetings	www.hockleyheath.org.uk/parish-council under Agendas	
Minutes of meetings (<i>not including any information that has been deemed as private to the meeting</i>)	www.hockleyheath.org.uk/parish-council under Minutes	
Reports presented to council meetings <i>NB this will exclude info that is properly regarded as private to the meeting.</i>	Included as part of the Minutes of the meeting or as an attachment.	

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Responses to consultation papers	Please contact the Clerk	FOC
Responses to planning Applications	SMBC hold record of all responses to planning applications www.solihull.gov.uk or see HHPC minutes	
Bye Laws	N/A – HHPC have not passed any bye laws.	
<u>Class 5 – Our policies and procedures</u>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural Standing Orders • Committee and sub committees terms of reference • Delegated authority in respect of the Clerk • Members Code of Conduct 	<p>www.hockleyheath.org.uk/parish-council under Policies</p> <p>Please contact the Clerk</p> <p>Will be contained in the Standing Orders and Financial Regulations – see above</p> <p>www.hockleyheath.org.uk/parish-council under Policies</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and Diversity policy • Health and Safety Policy 	<p>N/A</p> <p>N/A</p> <p>Local risk assessments undertaken by individual users of the</p>	

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<ul style="list-style-type: none"> 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>Pavilion and by the Hockley Heath Residents Association for the Bonfire and annual Summer Fayre</p> <p>Yet to be produced and adopted</p> <p>www.hockleyheath.org.uk/parish-council under Policies</p> <p>www.hockleyheath.org.uk/parish-council under Policies</p>	
Information security policy	N/A	
Records Management policies (records retention, destruction, archives)	N/A	
Data Protection policies	HHPC is registered with the information Commissioner and the Clerk is the data controller	
Schedule of charges	N/A	
<u>Class 6 - Lists and Registers</u>		
Assets Register	Please contact the Clerk	FOC
Register of Members interest	www.solihull.gov.uk	
Register of gifts and hospitality	www.solihull.gov.uk	

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<u>Class 7 – The services we offer</u>		
Allotments	N/A	
Pavilion	The Pavilion is operated by Hockley Heath Parish Council Management Committee. Please contact the Clerk.	
Recreation Ground – including playing field, football pitches, children’s playground, youth shelter, skate board park	Hockley Heath Recreation Ground is operated by Hockley Heath Parish Council Management Committee. Please contact the Clerk.	
Litter bins on the Recreation Ground	Please contact the Clerk	
Dog Bins and Dog Bag dispenser at the Recreation Ground	Please contact the Parish Clerk	

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