

Information available from Shipley Town Council under the model publication scheme

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Information to be published	How the information can be obtained: Website or Hard Copy	Cost
Class 1 – Who we are and what we do This will be current information only.		
Who is who on the Council and its Committees	Website	Nil
Contact details for Parish Clerk and Council members	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
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) Current and previous budget year		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Non-Applicable 2020/21	Nil
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year		
Parish Plan	Non-Applicable 2020/21	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Non-Applicable 2020/21	Nil
Quality status	Non-Applicable 2020/21	Nil
Bradford Council and Local Councils' Charter	Website	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above)	Hard Copy until October 2020 Website after October 2020	Nil
Reports presented to council meetings	Hard Copy until October 2020 Website after October 2020	Nil
Responses to consultation papers	Website	Nil
Responses to planning applications	Bradford Council website (www.bradford.gov.uk/planning)	Nil

Bye-laws	Non-Applicable 2020/21	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	Nil
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website	Nil
Records management policies (records retention, destruction and archive)	Website from October 2020 Non-Applicable to October 2020	Nil
Privacy statements	Website Non-Applicable to October 2020	Nil

Schedule of charges (for the publication of information)	Website	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	Nil
Assets register	Website	Nil
Disclosure log	Hard copy	Nil
Register of members' interests	Hard copy until October 2020 Website after October 2020	Nil
Register of gifts and hospitality	Website	Nil
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	Hard copy until October 2020 Website after October 2020	Nil
Community Wellbeing Grants	Hard copy until October 2020 Website after October 2020	Nil