

Guide to information

How the information can be obtained

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. Who's who on the Council and its Committees Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Location of main Council office	Soft copy and website (Homepage) Soft copy and website (Homepage) Soft copy and website (Homepage) Soft copy and website (Homepage)
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 financial year as a minimum Annual return form and report by auditor Finalised budget and precept setting Grants given and received	Soft copy and website (Finance section) Soft copy and website (Finance section) Soft copy and website (Finance section) Soft copy and website (Finance section) Soft copy and website (Included in Minutes, finances and summarised in Chairman's report)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Neighbourhood Plan - Harrold Neighbourhood Plan (when available) Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Soft copy and website (Communication section - Chairman's report) Not yet available Soft copy and website (Communication section - Chairman's report)
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum Timetable of meetings Financial Standing Orders, Regulations, System of Internal Control Agendas of meetings Minutes of meetings Borough Councillor reports (when provided)	Soft copy and website (Policies section) Soft copy and website Soft copy and website Soft copy and website (Communication section)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Financial Standing Orders, Regulations, System of Internal Control Data protection policies - Privacy policy, SAR policy & Procedures Publication scheme & Guide to information GDPR Checklist/review & Records retention Complaints procedure	Soft copy and website (Policies section) Soft copy and website (Policies section) Soft copy and website (Policies section) Soft copy and website (Policies section) Soft copy and website (Policies section) Soft copy and website (Policies section)
Class 6 – Lists and Registers Currently maintained lists and registers only Assets Register Cemetery fees Register of members' interests	Soft copy and website (Finance section) Soft copy and website (Finance section) Held by Bedford Borough Council only
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Soft copy and website (Homepage). Includes articles in The Bridge magazine.
Schedule of charges 10p per printed A4 sheet or free by email	