



## **INFORMATION FOR RESIDENTS ON THE MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.



**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.



Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Sherfield Pak Parish Council under the model publication scheme (Freedom of Information Act 2000 revised January 2009)

Information to be published		
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<p>Who's who on the Council and its Committees</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Location of main Council office and accessibility details</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Staffing structure</p>	<p>(hard copy)Contact Clerk</p>	<p>Y</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>

Annual return form and report by auditor	((hard copy and/or website) Contact Clerk	Y
Finalised budget	((hard copy and/or website) Contact Clerk	Y
Precept	(hard copy)Contact Clerk	Y
VAT Records	(hard copy)Contact Clerk	Y
Receipts and Payments book (including bank statements)	(hard copy)Contact Clerk	Y
Borrowing Approvals	(hard copy)Contact Clerk	Y
Financial Standing Orders and Regulations	(hard copy and/or website) Contact Clerk	Y
Grants given and received	(hard copy)Contact Clerk	Y
List of current contracts awarded and value of contract only – information will be treated as confidential if negotiations are ongoing and contract has not yet been awarded	(hard copy)Contact Clerk	Y
Members' allowances and expenses	(hard copy)Contact Clerk	Y
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy or website) Contact Clerk	Y
Local charters drawn up in accordance with DCLG guidelines	N/A	Y
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>How the information can be obtained</b>	<b>Cost</b>
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy)Contact Clerk	Y
Agendas of meetings (as above)	((hard copy and/or website)	Y

	Contact Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(hard copy or website) Contact Clerk	Y
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(hard copy)Contact Clerk	Y
Responses to consultation papers	(hard copy)Contact Clerk	Y
Responses to planning applications	(hard copy) Contact Clerk- decisions as recorded in minutes. Plans & submissions to be obtained from Basingstoke & Deane BC.	Y
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
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	(hard copy)Contact Clerk	Y
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Risk Assessment	(hard copy)Contact Clerk	Y

Contracts of Employment Job descriptions 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)		
Information security policy	Not available	
Records management policies (records retention, destruction and archive)	(hard copy) Contact Clerk	
Data protection policies	Information Commissioner	
Schedule of charges (for the publication of information)	(hard copy or website) Contact Clerk	
<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained (some items only available by inspection)</b>	<b>Cost</b>
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Held by Basingstoke & Deane BC	
Assets Register (including Management Schemes for Village Green)	(hard copy) Contact Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not available	
Register of Members' Interests	Held by Basingstoke & Deane BC	
Members' Declaration of Acceptance of Office	Held by Basingstoke & Deane BC	
Register of gifts and hospitality	Held by Basingstoke & Deane BC	
Information relating to the last Election	Held by Basingstoke & Deane BC	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments (to include plan and standard tenancy agreement)	N/A	
Burial grounds and closed churchyards( to include regulations, and ground plan)	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	(hard copy)Contact Clerk	Y
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees and allotment)	N/A	
Floodplan	(hard copy or website) Contact Clerk	Y

#### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Recovery of costs
	Photocopying @ 20p per sheet (colour)	Recovery of costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 per hour up to a total of 18 hours may be charged for the work	In accordance with current legislation.

#### Contact details:

Parish Clerk – Steve Vaux Email – [clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)