

Freedom of Information Act 2000

Elvetham Heath Parish Council - Publication Scheme 2018

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.

Elvetham Heath Parish Council undertakes:

- 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 all 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.

Charges which may be made for Information published under this scheme

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 Elvetham Heath Parish Council under the model publication scheme

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Members of the Council and its Committees	Website/electronic/hard copy	10p
Contact details for Parish Clerk & Council members	Website/electronic/hard copy	10p
Location of main Council office	Website/electronic/hard copy	10p
Staffing Structure	electronic/hard copy	10p

Class2 - What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published Current and previous financial year as minimum	How the information can be obtained	Cost Per sheet
Annual return form and report by auditor	electronic/hard copy	10p
Annual Financial Statements	electronic/hard copy	10p
Finalised budget	electronic/hard copy	10p
Precept	electronic/hard copy	10p
Financial Standing Orders and Regulations	electronic/hard copy	10p
List of current contracts awarded and value	electronic/hard copy	10p
Grants given and received	electronic/hard copy	10p
Monthly payments over £500	Website/electronic/hard copy	10p

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost Per sheet
Annual report to Annual Residents' Evening (current and previous year as minimum)	electronic/hard copy	10p

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published Current and previous financial year as minimum	How the information can be obtained	Cost Per sheet
Timetable of meetings (Council and any committee/sub-committee meetings)	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	electronic/hard copy	10p
Responses to consultation papers	electronic/hard copy	10p
Responses to planning applications	Hart District Council website/electronic/hard copy	10p

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website/electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Health and safety policy • Recruitment policies • Policies and procedures for handling requests for information • Complaints procedures 	electronic/hard copy	10p
Records management policies (records retention, destruction and archive)	electronic/hard copy	10p
Data protection policies	electronic/hard copy	10p
Schedule of charges) for the publication of information	electronic/hard copy	10p

Class 6 – Lists and Registers

Information to be published Currently maintained lists only	How the information can be obtained	Cost Per sheet
Assets Register	electronic/hard copy	10p
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)		10p
Register of members' interests	Hart District council	

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Allotments	electronic/hard copy	10p
Community centre	electronic/hard copy	10p
Parks, playing fields and recreational facilities	Website/electronic/hard copy	10p
Seating, litter bins, clocks and lighting	electronic/hard copy	10p
Farmers' Markets	electronic/hard copy	10p
Events	electronic/hard copy	10p
A summary of services for which the council is entitled to recover a fee, together with those fees	electronic/hard copy	10p

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Executive officer knows of none		

Contact details:

The Executive Officer
Elvetham Heath Parish Council
The Key Centre
Elvetham Heath
Fleet
Hants
GU51 1HA

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage At cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority