



Eversley Parish Council
Freedom of Information Act 2000
PUBLICATION SCHEME
Review date: Annually

Freedom of Information Act

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the

information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 to be published

Information to be published	How can the information be obtained	Cost per sheet for hardcopies
Class 1 – Who we are and what we do. (Organisational Information, structure, locations, and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted	(hard copy and/or website)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	As above
Location of main Council office and accessibility details	Website/hard copy	As above
Staffing structure	Website/hard copy	As above
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	(Hard copy and/or website)	As above
Annual return form and report by auditor	Website/ Hard copy – contact Clerk	As above
Finalised budget	Website/ Hard copy – contact Clerk	As above
Precept	Hard copy – contact Clerk	As above
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website/ Hard copy – contact Clerk	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Grants given and received	Hard copy – contact Clerk	As above
List of current contracts awarded and value of contract	N/A	N/A
Members' allowances and expenses	Hard copy – contact Clerk	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when

		the cost will be waived
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard copy or website	As above
Parish Five Year Plan (current and previous year as a minimum)	Hard copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions. Decision making processes and records of decisions (current and previous council year as a minimum).	Website/hard copy	Free
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website/hard copy	Free
Agendas of meetings (as above)	Website/hard copy	Free
Minutes of meetings (as above)	Website/hard copy	Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website/hard copy	Free
Responses to consultation papers	Website/hard copy	Free
Responses to planning applications	Website – see Planning Committee Minutes	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website)	Free
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statement	Website/Hard copy Website/hard copy Website/hard copy N/A	Free
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Where policies are applicable, contact Clerk. Website/hard copy Website/hard copy	Free

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Contact Clerk	Free
Records management policies (records retention, destruction, and archive)	Contact Clerk	Free
Data protection policies	Contact Clerk	Free
Schedule of charges (for the publication of information)	Website/hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Any publicly available register or list (if any are held this should be publicised; in most circumstance existing access provisions will suffice)	N/A	N/A
Assets Register	Contact Clerk	Free
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)	Contact Clerk	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Register of members' interests	Contact Monitoring Officer at HDC	N/A
Register of gifts and hospitality	N/A	N/A
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)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Garden Plots	Contact Clerk	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Burial grounds and closed churchyards	(Hard copy or website; some information may only be available by inspection)	As above

Neighbourhood Plan	(Hard copy or website; some information may only be available by inspection)	As above
Community centres and village halls	Contact Eversley Village Hall	N/A
Parks, playing fields and recreational facilities	Contact Clerk	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Seating, litter bins, clocks, memorials, and lighting	Contact Clerk	As above
Bus shelters	Contact Clerk	As above
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact Clerk	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		As above
Please contact the Parish Clerk for anything not itemised in the list above		

SCHEDULE OF CHARGES

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

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

* the actual cost incurred by the public authority

Contact details:

Clerk to Eversley Parish Council, Eversley Parish Council, PO Box 7502, Hook,
Hants.

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clerk@eversley-pc.gov.uk

Tel: 07752 735690