

Hazelbury Bryan Publication Scheme

Topic 12 – Freedom of information

(To be reviewed and adopted by Hazelbury Bryan Parish Council early in 2010)

Background

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. The Council also has a requirement to prepare and maintain a publication scheme. The Act includes all local authorities in the definition of "Public authority" and it therefore applies to Hazelbury Bryan Parish Council.

The scheme commits the Parish Council

- 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 classification 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 states contained within this scheme
- To produce and publish methods by which 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 preclude a schedule of fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

The Act defines the Classes of information which must be made available and the Policy is laid out in accordance with these requirements. In the Hazelbury Bryan policy we have used the definitions of class as per the Act and put a line through the areas that are not applicable in our Parish.

The charges made for documents are in line with the statutory allowances.

Information available from Hazelbury Bryan Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
a) Who's who on the Council and its Committees	Hard copy from Clerk Website	10p/sheet Free
b) Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	Hard copy from Clerk Website	10p/sheet Free
c) Location of main Council office and accessibility		

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Information to be published	How the information can be obtained	Cost
details		
d) Staffing structure		
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) <i>Current and previous financial year as a minimum</i>		
a) Annual return form and report by auditor	Hard copy from Clerk	10p/sheet
b) Finalised budget	Hard copy from Clerk	10p/sheet
c) Precept	Hard copy from Clerk Website	10p/sheet Free
d) Borrowing Approval letter		
e) Financial Standing Orders and Regulations	Hard copy from Clerk Website	10p/sheet Free
f) Grants given and received	Hard copy from Clerk	10p/sheet
g) List of current contracts awarded and value of contract		
h) Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
a) Parish Plan (current and previous year as a minimum)	Under preparation	
b) Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from Clerk Website	10p/sheet Free
c) Quality status	Under preparation	
e) Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
a) Timetable of meetings (Council and parish meetings)	Hard copy from Clerk Website	10p/sheet Free
b) Agendas of meetings (as above)	Hard copy from Clerk Website Current on notice boards	10p/sheet Free Free
c) Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk Website Current on notice boards	10p/sheet Free Free
d) Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk	10p/sheet
e) Responses to consultation papers	Hard copy from Clerk Website	10p/sheet Free
f) Responses to planning applications	Hard copy from Clerk Website	10p/sheet Free
g) Bye-laws		

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Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
a) Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ▪ Procedural standing orders ▪ Committee and sub-committee terms of reference ▪ Delegated authority in respect of officers ▪ Code of Conduct ▪ Policy statements 	Hard copy from Clerk Website	10p/sheet Free
	Hard copy from Clerk Website	10p/sheet Free
b) 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 ▪ 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) 	Hard copy from Clerk Website	10p/sheet Free
	Hard copy from Clerk Website	10p/sheet Free
c) Information security policy		
d) Records management policies (records retention, destruction & archive)		
e) Data protection policies		
f) Schedule of charges for the publication of information	Hard copy from Clerk Website	10p/sheet Free
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
a) Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
b) Assets Register	Hard copy from Clerk Website	10p/sheet Free
c) 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)	Inspection only	
d) Register of members' interests	Inspection only	
e) Register of gifts and hospitality	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		

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Information to be published	How the information can be obtained	Cost
a) Allotments		
b) Burial grounds and closed churchyards	Hard copy from Clerk Website	10p/sheet Free
c) Community centres and village halls	Inspection only	
d) Parks, playing fields and recreational facilities	Inspection only	
e) Seating, litter bins, clocks, memorials and lighting	Inspection only	
f) Bus shelters		
g) Markets		
h) Public conveniences		
i) Agency agreements		
j) A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Clerk Website	10p/sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Jenny Farthing, Woodrow Farm, Hazelbury Bryan, DT10 2AH

Tel 01258 817609, Email parishclerk@hazelburybryan.com

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 side (black & white A4 only)	Actual cost incurred by the public authority
Statutory Fee	Postage	Actual cost of Royal Mail standard 2 nd class
Other		In accordance with the relevant legislation (quote the actual statute)