

# FREEDOM OF INFORMATION ACT

## INFORMATION AVAILABLE FROM THE PARISH COUNCIL

### UNDER THE MODEL PUBLICATION SCHEME

Under Section 20 of the Freedom of Information Act 2000 the Information Commissioner has developed a Model Publication Scheme which has hereby been adopted by Woodham Mortimer with Hazeleigh Parish Council on: 13 October 2015, minute item 133.15

The Publication Scheme provides a means by which information is made available from this Council and the ways in which that information can be accessed. The model provided by the ICO is a general guidance to all authorities and the Parish Council is obligated and committed to providing only the information it actually holds.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <ul style="list-style-type: none"> <li>• Who’s who on the Council and its Committees</li> <li>• Contact details for Parish Clerk and Council members</li> <li>• Location of main Council office and accessibility details</li> <li>• Staffing structure</li> </ul>	<p style="text-align: center;">Website Email Hard copy</p>	<p>Email copies free Hard copies 20p/sheet plus postage</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). <i>Current and previous financial year as a minimum</i></p> <ul style="list-style-type: none"> <li>• Annual return form and report by auditor</li> <li>• Finalised budget</li> <li>• Precept</li> <li>• Financial Standing Orders and Regulations</li> <li>• Grants given and received</li> <li>• List of current contracts awarded and value of contract</li> <li>• Members’ allowances and expenses</li> </ul>	<p>Website  Email  Hard copy</p>	<p>Email copies free  Hard copies 20p/sheet plus postage</p>
--	--	--

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews). <i>Current and previous year as a minimum</i></p> <ul style="list-style-type: none"> <li>• Annual Report to Parish or Community Meeting</li> <li>• Local charters drawn up in accordance with DCLG guidelines</li> </ul>	<p>Website  Email  Hard copy</p>	<p>Email copies free  Hard copies 20p/sheet plus postage</p>
---	--	--

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). <i>Current and previous council year as a minimum</i>		
<ul style="list-style-type: none"> <li>• Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</li> </ul>	Website/Email/Hard copy	
<ul style="list-style-type: none"> <li>• Agendas of meetings (as above)</li> </ul>	Website/Email/Hard copy	
<ul style="list-style-type: none"> <li>• Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i></li> </ul>	Website/Email/Hard copy	Email copies free
<ul style="list-style-type: none"> <li>• Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i></li> </ul>	Dependent on extent - contact the Clerk	Hard copies 20p/sheet plus postage
<ul style="list-style-type: none"> <li>• Responses to consultation papers</li> </ul>	Email/Hard copy	
<ul style="list-style-type: none"> <li>• Responses to planning applications</li> </ul>	MDC website/Email/Hdcopy	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). <i>Current information only</i>		
<b>Policies and procedures for the conduct of council business:</b>		
<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Email Hard copy	Email copies free Hard copies 20p/sheet plus postage

<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
• Equality and diversity policy	TBC	Email copies free Hard copies 20p/sheet plus postage
• Health and safety policy	TBC	
• Policies and procedures for handling requests for information	TBC	
• Complaints procedures (including those covering requests for information and operating the publication scheme)	TBC	
• Information security policy	TBC	
• Records management policies (records retention, destruction and archive)	TBC	
• Data protection policies	TBC	
• Schedule of charges (for the publication of information)	Website/Email/Hard copy	

<b>Class 6 – Lists and Registers</b>		
<i>Currently maintained lists and registers only</i>		
<ul style="list-style-type: none"> <li>• Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</li> <li>• Assets register</li> <li>• 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)</li> <li>• Register of members' interests</li> <li>• Register of gifts and hospitality</li> </ul>	<p>Website Email Hard copy</p>	<p>Email copies free Hard copies 20p/sheet plus postage</p>

<p><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)  <i>Current information only</i></p> <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Seating, litter bins, clocks, memorials and lighting</li> <li>• Bus shelters</li> <li>• Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</li> </ul>	<p>Email Hard copy</p>	<p>Email copies free Hard copies 20p/sheet plus postage</p>
---	----------------------------	---

**Contact details:**

Andrew Ritchings (Clerk to the Council) - 01621 828056  
 hwmparishclerk@btinternet.com

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 20p per sheet	Actual printing material costs
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> or 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

..... *Pauline McDonald* ..... (Vice Chair to the Council). Tuesday 13 October 2015