



Odiham

Parish Council

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME 2008

Reviewed 18 May 2015

Reviewed 9 May 2016

Updated 6 March 2017

Reviewed and adopted 11 June 2018

Freedom of Information Act 2000

Publication Scheme 2008

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.

Odiham 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 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 (see below).

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 Odiham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website/hard copy/noticeboards	
Who's who on the Council and its Committees	Website/electronic/hard copy/noticeboards	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy/noticeboards	10p
Location of main Council office and accessibility details	Website/electronic/hard copy	10p
Staffing structure	Website/electronic/hard copy	10p
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website/electronic/hard copy/minutes	
Annual return form and report by auditor	Website/electronic/hard copy/noticeboard	10p
Finalised budget	Electronic/hard copy/minutes	10p
Precept	Electronic/hard copy/minutes	10p
Borrowing Approval letter	n/a	10p
Financial Standing Orders and Regulations	Website/electronic/hard copy	10p
Grants given and received	Website/electronic/hard copy/minutes and year-end accounts	10p
List of current contracts awarded and value of contract	Electronic/hard copy/minutes	10p
Members' allowances and expenses	Website/electronic/hard copy/minutes	10p
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy/minutes/newsletter	
Parish Plan (current and previous year as a minimum)	VDS available – hard copy	£4 copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/electronic/hard copy	10p
Quality status	Not a QPC	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Standing orders/financial regulations/minutes. All available on the website/hard copy/electronic	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard	10p

	copy/noticeboards	
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.	Website/electronic/hard copy	10p
Responses to consultation papers	Electronic/hard copy/minutes	10p
Responses to planning applications	Electronic/hard copy/Hart DC's website/minutes	10p
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website/hard copy/electronic	10p
Current information only		
Policies and procedures for the conduct of council business:		10p
Procedural standing orders	Website/electronic/hard copy	
Committee and sub-committee terms of reference	Website/electronic/hard copy	
Delegated authority in respect of officers	Electronic/hard copy	
Code of Conduct	Website/electronic/hard copy	
Policy statements	N/A	
Policies and procedures for the provision of services and about the employment of staff:	Contained in standing orders/financial regulations/minutes	10p
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	N/A	
Health and safety policy	Website/electronic/hard copy	
Risk Assessments	Electronic/hard copy	
Recruitment policies (including current vacancies)	Contained in minutes/ ask clerk	
Policies and procedures for handling requests for information	Website/electronic/hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/electronic/hard copy	
Subject access requests policy – to be approved June 18	Website/electronic/hard copy	10p
Records management policies (records retention, destruction and archive)	Website/electronic/hard copy	10p
Data protection policies	Website/electronic/hard copy	10p
Schedule of charges (for the publication of information)	Website/electronic/hard copy	10p
Class 6 – Lists and Registers	Hard copy/website;(some information may only be available by inspection)	10p
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)	N/A	10p
Assets Register	Electronic/hard copy/website and year-end accounts	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)	Electronic/hard copy	10p
Register of members' interests	Hart DC's website/Website	
Register of gifts and hospitality	Hard copy/electronic	10p

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/website; (some information may only be available by inspection)	
Allotments – when completed	Website	
Burial grounds and closed churchyards	Website/hard copy/electronic	10p
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website/hard copy/electronic	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic/in minutes	10p
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Website/hard copy/electronic	
Agency agreements	Hard copy/electronic	10p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/hard copy/electronic	10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Clerk knows of none		

Contact details:

The Clerk

Odiham Parish Council, The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB
clerk@odiham.org.uk. Tel: 01256 702716

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 @ 10p 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