



# 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**

**Reviewed and adopted 13 May 2019**

# 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><b>Class1 - Who we are and what we do</b> (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 the Executive Officer 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><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)</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><b>Class 3 – What our priorities are and how we are doing</b> (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><b>Class 4 – How we make decisions</b> (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 copy/noticeboards	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.	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	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website/hard copy/electronic	10p
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/electronic/hard copy Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy N/A	10p
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 Risk Assessments 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)	Contained in standing orders/financial regulations/minutes  N/A N/A Website/electronic/hard copy Electronic/hard copy Contained in minutes/ ask Executive Officer Website/electronic/hard copy Website/electronic/hard copy	10p
Subject access requests policy	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
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Hard copy/website;(some information may only be available by inspection)	10p
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

<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)	Hard copy/website; (some information may only be available by inspection)	
Current information only		
Allotments	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
<b>Additional Information</b>		
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**  
**Odiham Parish Council, The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB**  
[eo@odiham.org.uk](mailto:eo@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
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority