



Freedom of Information Act  
EAST WOODHAY PARISH COUNCIL  
FREEDOM OF INFORMATION ACT 2000

East Woodhay Parish Council ('the Council') adopted on 30 March 2015, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information in accordance with that Scheme.

If you require a paper version of any information, or want to ask whether information is available, please contact the council by telephone or email.

Contact details are set out below:

Email: [clerk@eastwoodhay-pc.gov.uk](mailto:clerk@eastwoodhay-pc.gov.uk)

Phone: 07855275336

Under the Freedom of Information Act 2000, the Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

**EXEMPT MATERIAL:** Personal information in relation to Councillors (other than required to be declared in the Register of Interest), Personal Information in regard to employees and Tenders and Bids from contractors and suppliers.

NOTE. The Data Protection Legislation prohibits the publication of certain categories of information.

The Council is responsible for maintenance of this scheme.

### **1. Introduction: what a publication scheme is and why it has been developed?**

This publication scheme commits the Council 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 the Council.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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 Council 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.

## **2. Classes of information**

### 2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

### 2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### 2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

### 2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### 2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

### 2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### 2.7 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.

### **3. The method by which information published under this scheme will be made available**

The Council 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 the Council, information will be provided on our 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, we 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.

### **4. 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 council 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.

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.

## **5. 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.

## **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone or email.

Contact details are set out below.

Email: [clerk@eastwoodhay-pc.gov.uk](mailto:clerk@eastwoodhay-pc.gov.uk)

Phone: 07855275336

If the information you're looking for isn't available via the scheme, and isn't on our website, you can still contact the Council to ask if we have it.

Information to be published	How the information can be obtained	Cost
<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)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'Contact Details' Website	Free
Location of main Council office and accessibility details	See 'Contact Details' Website	Free
<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>	<p>Minutes and Audit info on website</p> <p>Audit info on website</p>	<p>Free</p> <p>Free</p>
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Minutes	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy or Minutes	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet

Members' allowances and expenses	Website/minutes	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website	Free
Neighbourhood Plan (under development)	Hard Copy	£2 or free to view on BDBC website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Minutes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Posted 3 clear days before meetings on website.	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Minutes on website	
Responses to consultation papers	Hard Copy Email	10p/sheet Free
Responses to planning applications	Website	Free
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 (Statutory documents)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website (Statutory documents)	
Records management policies (records retention, destruction and archive)	Website (Statutory documents)	Free
Data protection policies	Website (Statutory documents)	Free
Schedule of charges (for the publication of information)	See Schedule of Charges below	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By appointment	
Assets register	Website	
Register of members' interests	Website- BDBC	
Register of gifts and hospitality	N/A	
<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 or website; some information may only be available by inspection)	

Current information only		
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, memorials and lighting	Website	Free
Bus shelters	Website	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement 2002	Website	Free
Documents archived with Hampshire County Council Records Office	Please note that, in addition to the above historical information regarding East Woodhay Parish Council is available for retrieval.	Costs will be advised by HCC archive plus fuel cost for collection



Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the post of Clerk to the Parish Council is part time and so correspondence may not be acknowledged straight away.

## 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @£1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Fuel cost @0.45p per mile	HMRC
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)
* the actual cost incurred by the public authority		