

# ELLISFIELD PARISH COUNCIL

## 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.

Ellisfield 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.

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## **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.

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## Information available from Ellisfield 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></p> <p>(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	10p
Who's who on the Council and its Committees	Website/electronic/hard copy/noticeboards	10p
Contact details for staff 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></p> <p>(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	10p
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/AGAR	10p
Borrowing Approval letter	n/a	10p
Financial Regulations and Standing Orders	Website/electronic/hard copy	10p
Grants given and received	Website/electronic/hard copy/minutes and year-end accounts	10p

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List of current contracts awarded and value of contract	Electronic/hard copy/minutes	10p
Members' expenses	Website/electronic/hard copy/minutes	10p
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy/minutes	10p
Neighbourhood Plan	Website/electronic/hard copy	10p
Annual Report to Town Assembly (current and previous year as a minimum)	Website/electronic/hard copy	10p
Quality status	Not a QPC	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic	10p
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/BDDBC's website/minutes	10p
Byelaws	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

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<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website/electronic/hard copy</p> <p>Website/electronic/hard copy</p> <p>Electronic/hard copy/minutes</p> <p>Website/electronic/hard copy</p> <p>N/A</p>	<p>10p</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and Diversity policy</p> <p>Health and Safety policy</p> <p>Risk Assessments</p> <p>Recruitment Policies (including current vacancies)</p> <p>Policies and Procedures for handling requests for information</p> <p>Complaints Procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Contained in Standing Orders/Financial Regulations/minutes</p> <p>Website/electronic/hard copy</p> <p>Website/electronic/hard copy</p> <p>Website/electronic/hard copy</p> <p>Electronic/hard copy</p> <p>Contained in minutes</p> <p>Website/electronic/hard copy</p> <p>Website/electronic/hard copy</p>	<p>10p</p>
<p>Subject Access Requests Policy</p>	<p>Website/electronic/hard copy</p>	<p>10p</p>
<p>Records Management Policies (records retention, destruction and archive)</p>	<p>Website/electronic/hard copy</p>	<p>10p</p>
<p>Data Protection Policies</p>	<p>Website/electronic/hard copy</p>	<p>10p</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website/electronic/hard copy</p>	<p>10p</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Hard copy/website;(some information may only be available by inspection)</p>	<p>10p</p>

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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	BDBC 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)  Current information only	Hard copy/website; (some information may only be available by inspection)	10p
Allotments – tenancy agreement and fees	Website/hard copy/electronic	10p
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	Hard copy/electronic/in minutes	10p
Markets	N/A	
Public conveniences	N/A as owned by BDBC	
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		

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Copies of various leaflets including bus timetables, community bus details, circular walks, bus walk, Whitchurch Heritage Trail, travel guides and Whitchurch Mill Trail can be found in the Town Hall		No cost
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**Contact details:**

The Parish Clerk,

[clerk@ellisfield.gov.uk](mailto:clerk@ellisfield.gov.uk)

Tel: 07502 992314

**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>		As per the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

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