

## **WEST END PARISH COUNCIL**

### **Freedom of Information Publication Scheme**

The Freedom of Information Act 2000 became law in November 2000 and gave the right of public access to all types of recorded information held by public authorities including parish and town councils. Public authorities are obliged to disclose all information – written, audio or visual. Councils can only withhold information from the public if there are lawful reasons to do so. Every council must adopt a publication scheme approved by the Office of the Information Commissioner.

The Information Commissioner introduced a template for the publication scheme which came into effect on 1<sup>st</sup> January 2009. This was adopted by West End Parish Council in December 2008 without any modification to the agreed scheme and therefore remains valid until further notice from the Information Commissioner. This publication scheme commits West End Parish Council to make information available as part of its normal business activities.

#### **Requests Received**

Any request received must be:

- in writing (e-mail acceptable) and legible
- contain concise contact details
- describe the information required
- capable of subsequent reference if necessary

West End Parish Council must :

- advise whether it holds the information
- communicate the actual information
- satisfy the request within 20 working days
- exercise its right to make a reasonable charge for photocopies

## Information available from West End Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website, newsletter	FOC
Who's who on the Council and its Committees	Website, newsletter	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletter	FOC
Location of main Council office and accessibility details	Website	FOC
Staffing structure	Website, newsletter	FOC
<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 – if applicable) Current and previous financial year as a minimum	Hard copy only	20p per page + postage
Annual return form and report by auditor	Hard copy on request	20 p per page + postage
Finalised budget	Hard copy only	20p per page + postage
Precept	Hard copy only	20p per page + postage
Borrowing Approval letter	Currently n/a Hard copy only	20 p per page + postage
Financial Standing Orders and Regulations	Hard copy only	20p per page + postage
Grants given and received	Hard copy only	20p per page

		+postage
List of current contracts awarded and value of contract	Hard copy only	20p per page + postage
Members' allowances and expenses	Hard copy only	20p per page + postage
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Currently being prepared	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Newsletter	FOC
Quality status	Currently n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, newsletter	FOC
Agendas of meetings (as above)	Hard copy only	20p per page +postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy only	20p per page + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy only	20p per page + postage
Responses to consultation papers	Hard copy only	20p per page +postage

Responses to planning applications	Hard copy only	20p per page +postage
Bye-laws	n/a – currently out of date	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	) ) Hard copy only ) ) ) )	20p per page + postage
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  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)	) ) ) Hard copy only ) ) ) )	20p per page + postage
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Hard copy only	20p per page + postage
Data protection policies	Available from Information Commission	

Schedule of charges (for the publication of information)	Hard copy only	20p per page + postage
<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)	Held by Eastleigh Borough Council	
Assets Register	Hard copy only	20p per page + postage
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)	n/a	
Register of members' interests	Held by Eastleigh Borough council	
Register of gifts and hospitality	Hard copy only	20p per page +postage
<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 or website; some information may only be available by inspection)	
Allotments	General info on website  Hard copy	FOC  20p per page +postage
Burial grounds and closed churchyards	General info on website  Hard copy	FOC  20p per page +postage
Community centres and village halls	General info on website  Hard copy	FOC  20p per page +postage

Parks, playing fields and recreational facilities	General info on website Hard copy	FOC 20p per page +postage
Seating, litter bins, clocks, memorials and lighting	Hard copy only	20p per page +postage
Bus shelters	n/a	
Markets	n/a	
Public conveniences	Website	FOC
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy only	20p per page +postage
<b>Additional Information</b>  This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Hatch Grange Management Plan	Hard copy only	20p per page + postage

**Contact details:**

**Mrs. Laura Cooke, Clerk to West End Parish Council, The Parish Centre, Chapel Road, West End, Southampton. SO30 3FE. Tel. 023 80 464784. E-mail: [clerk@weparish.co.uk](mailto:clerk@weparish.co.uk)**

## 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 @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (actual statute to be quoted if charged)
<b>Other</b>		

Reviewed and updated April 2009.