

PUBLICATION SCHEME

Adopted by the Council on 9 June 2014

Re-confirmed on 14 Feb 2022

OWSLEBURY & MORESTEAD PARISH COUNCIL

Freedom of Information Act

The Council's policy is based upon the model publication scheme prepared and approved by the Information Commissioner.

The 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 by the authority.

The policy 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 policy.
- 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 policy.
- 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:



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- 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 policy will be made available.

The Council will indicate clearly to the public what information is covered by this policy and how it can be obtained.

Charges which may be made for information published under this policy.

The purpose of this policy 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.

Charges may be made for information published under this policy

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

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.

Written requests

Information held by the Council 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 Owslebury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, 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	10p
Who's who on the Council	Website/electronic/hard copy	10p
Contact details for staff and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy	10p
<p>Class 2 – What we spend and how we spend it</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
Financial Regulations and Standing Orders	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' expenses	Website/electronic/hard copy/minutes	10p
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Audits, inspections and reviews)</p>	Hard copy/minutes	10p



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Annual Report to Town Assembly	Website/electronic/hard copy	10p
Class 4 – How we make decisions (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	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/BDBC's website/minutes	10p
Class 5 – Our policies and procedures (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 Delegated authority in respect of officers Code of Conduct	Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy	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	Contained in Standing Orders/Financial Regulations/minutes Website/electronic/hard copy Website/electronic/hard copy	10p



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Risk Assessments	Website/electronic/hard copy	
Recruitment Policies (including current vacancies)	Electronic/hard copy	
Policies and Procedures for handling requests for information	Contained in minutes	
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website/electronic/hard copy Website/electronic/hard copy	
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
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy/website;(some information may only be available by inspection)	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	Winchester City Council 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)	Hard copy/website; (some information may only be available by inspection)	10p
Current information only		
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



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Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Parish Clerk, Owslebury & Morestead Parish Council, PO Box 783, Winchester, Hants.
SO23 3RD.

owsleburyparishcouncil@gmail.com

Tel: 07869 814452

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		As per the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority