



Publication Scheme

FREEDOM OF INFORMATION ACT

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Where it is within the capability of a public authority, information will be provided on a 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, a public authority 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.

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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 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.

Who we are and what we do

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

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Members of the Council and its Committees	Website/electronic/hard copy	10p
Contact details for Parish Clerk & Council members	Website/electronic/hard copy	10p
Location of main Council office	Website/electronic/hard copy	10p
Staffing Structure	Electronic/hard copy	10p
Constitutional and legal governance	Website/electronic/hard copy	10p

What we spend and how we spend it

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

Information to be published Current and previous financial year as minimum	How the information can be obtained	Cost Per sheet
Annual return form and report by auditor	electronic/hard copy	10p
Annual Financial Statements	electronic/hard copy	10p
Finalised budget	electronic/hard copy	10p
Precept	electronic/hard copy	10p
Financial Standing Orders and Regulations	electronic/hard copy	10p
List of current contracts awarded and value	electronic/hard copy	10p

Grants given and received	electronic/hard copy	10p
Monthly payments over £500	Website/electronic/hard copy	10p

What our priorities are and how we are doing

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

Information to be published	How the information can be obtained	Cost Per sheet
Annual report to Annual Residents' Evening (current and previous year as minimum)	electronic/hard copy	10p

How we make decisions

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

Information to be published Current and previous financial year as minimum	How the information can be obtained	Cost Per sheet
Timetable of meetings (Council and any committee/sub-committee meetings)	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy	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	electronic/hard copy	10p
Responses to consultation papers	electronic/hard copy	10p

Responses to planning applications	Basingstoke & Dean Borough council website/electronic/hard copy	10p
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Our policies and procedures

Current written protocols for delivering our services and responsibilities

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website/electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Health and safety policy • Recruitment policies • Policies and procedures for handling requests for information • Complaints procedures 	electronic/hard copy	10p
Records management policies (records retention, destruction and archive)	electronic/hard copy	10p
Data protection policies	electronic/hard copy	10p
Schedule of charges for the publication of information	electronic/hard copy	10p

Lists and Registers

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

Information to be published Currently maintained lists only	How the information can be obtained	Cost Per sheet
Assets Register	electronic/hard copy	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)		10p
Register of members' interests	Basingstoke & Dean Borough council	

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information to be published NB. This will be current information only	How the information can be obtained	Cost Per sheet
Allotments	electronic/hard copy	10p
Community centre	electronic/hard copy	10p
Parks, playing fields and recreational facilities	Website/electronic/hard copy	10p
Seating, litter bins, clocks and lighting	electronic/hard copy	10p
Farmers' Markets	electronic/hard copy	10p
Events	electronic/hard copy	10p

A summary of services for which the council is entitled to recover a fee, together with those fees	electronic/hard copy	10p
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Contact details:

The Clerk

parish.clerk@rooksdwn.org.uk

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 @ 50p per sheet (colour)	Actual cost
	Postage At cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

*actual cost incurred by the public authority