

LITTLETON & HARESTOCK PARISH COUNCIL (LHPC)

PUBLICATION SCHEME

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The Freedom of Information Act 2000 gives individuals the right to access recorded information held by public sector organisations.

This document describes the LHPC publication scheme and lists the information that is available to the public under the scheme.

Littleton & Harestock Parish Council Publication Scheme

1. The LHPC publication scheme is based on the model publication scheme (version 1.2, 23rd Oct 2015) which has been prepared and approved by the Information Commissioner. LHPC has adopted the model scheme and it will be valid until further notice.
2. This publication scheme commits LHPC 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 LHPC. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
3. The scheme commits the LHPC:
 - 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

4. The following classes of information are defined:
 - **Who we are and what we do.**
Organizational 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.

5. 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

6. LHPC will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
7. Where it is within our capability, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we will provide the information via email or as hard copy.
8. 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.
9. Information will be provided in the language in which it is held or in such other language that is legally required. Where LHPC is legally required to translate any information, it will do so.
10. 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

11. 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 LHPC for routinely published material will be justified and transparent and kept to a minimum.
12. Material which is published and accessed on a website will be provided free of charge.
13. Charges may be made for information subject to a charging regime specified by Parliament.
14. Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information

15. Charges may also be made for information provided under this scheme where they are legally authorized, 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.
16. 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.
17. 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. See Table 9: Schedule of Charges.

Written requests

18. 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.

Information available from LHPC under the model publication scheme

19. Class 1 Information - Who we are and what we do

This includes current organisational information, locations, and contacts.

Table 1: Class 1 Information - Who we are and what we do

| Information to be published | How the information can be obtained | Cost |
|--|--|-------------------------------------|
| Who's who on the Council and its Committees. | Website / Notice boards. Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. Free. 10p per A4 sheet. |
| Contact details for Parish Clerk and Council members. | Website /Notice boards. | Free. |
| Location of main Council office and accessibility details. | Website. | Free. |
| Staffing structure. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |

20. Class 2 Information – What we spend and how we spend it

This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits. As a minimum information for the current and previous financial year should be provided.

Table 2: Class 2 - What we spend and how we spend it

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Annual return form and report by auditor. | Website. | Free. |
| Finalised budget. | Website. | Free. |
| Precept | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Borrowing Approval letter. | Not applicable | |
| Financial Standing Orders and Regulations. | Website. | Free. |
| Grants given and received. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| List of current contracts awarded and value of contract. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Members' allowances and expenses. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |

21. Class 3 Information – What our priorities are and how we are doing

This includes strategies and plans, performance indicators, audits, inspections and reviews. As a minimum information for the current and previous financial year should be provided.

Table 3: Class 3 - What our priorities are and how we are doing

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Parish Plan (current and previous year as a minimum). | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum). | Website. | Free. |
| Quality status. | Not applicable. | |
| Local charters drawn up in accordance with DCLG¹ guidelines | Not applicable. | |

22. Class 4 Information – How we make decisions

This includes the decision-making processes and records of decisions. As a minimum information for the current and previous financial year should be provided.

Table 4: Class 4 - How we make decisions

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings). | Website. | Free. |
| Agendas of meetings (as above). | Website / Notice boards. | Free. |
| Minutes of meetings (this will exclude information that is properly regarded as private to the meeting). | Website. | Free. |
| Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting). | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Responses to consultation papers. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Responses to planning applications. | Website. | Free. |
| Bye-laws. | None. | |

23. Class 5 Information– Our policies and procedures

This includes current written protocols, policies, and procedures for delivering our services and responsibilities.

Table 5: Class 5 - Our policies and procedures

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|-------|
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders. • Committee and sub-committee terms of reference. • Code of Conduct. • Policy statements. | Website. | Free. |
| Policies and procedures for the conduct of council business: | Email – contact Parish Clerk. | Free. |

¹ Department for Communities and Local Government

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| <ul style="list-style-type: none"> Delegated authority in respect of officers. | Hard copy – contact Parish Clerk. | 10p per A4 sheet. |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> 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). | Website | Free |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> Internal instructions to staff and policies relating to the delivery of services. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Information security policy. | Not Applicable | |
| Records management policies (records retention, destruction and archive). | Website | Free |
| Data protection policies | Website. | Free. |
| Schedule of charges (for the publication of information) | Website. | Free. |

24. Class 6 Information – Lists and Registers

This includes currently maintained lists and registers only.

Table 6: Class 6 - Lists and Registers

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Any publicly available register or list. | Not held. | |
| Assets register. Risk registers. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Disclosure log (indicating the information that has been provided in response to requests). | Not held. | |
| Register of members' interests. | Website. | Free. |
| Register of gifts and hospitality. | None received. | |

25. Class 7 Information – The services we offer

This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Table 7: Class 7 - The services we offer

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Allotments. | Not applicable | |
| Burial grounds and closed churchyards. | Not applicable | |
| Community centres and village halls. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Parks, playing fields and recreational facilities. | Email – contact Parish Clerk. Hard Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Seating, litter bins, clocks, memorials, and lighting. | Email – contact Parish Clerk. Hard-Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Bus shelters. | Email – contact Parish Clerk. Hard-Copy– contact Parish Clerk. | Free. 10p per A4 sheet. |
| Markets. | Not applicable. | |
| Public conveniences. | Not applicable. | |
| Agency agreements. | Not applicable. | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees). | Not applicable. | |
| E-newsletter. | Website. Email – contact Parish Clerk. | Free. |
| Paper newsletter. | Email – contact Parish Clerk. Hard-Copy – contact Parish Clerk. | Free. |

26. Additional Information

This section allows LHPC to publish information that is not itemised in the lists above.

Table 8: Additional Information

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| Weekly Recreational Equipment Inspections. | Email – contact Parish Clerk. Hard-Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Annual Recreational Equipment Inspections. | Email – contact Parish Clerk. Hard-Copy – contact Parish Clerk. | Free. 10p per A4 sheet. |
| Speed Indicator Device (Traffic data). | Email – contact Parish Clerk. Hard Copy– contact Parish Clerk. | Free. 10p per A4 sheet. |

27. Schedule of Charges

This describes how the charges have been arrived at and is published as part of the guide.

Table 9: Schedule of Charges

| Type of Charge | Description | Basis of Charge |
|-------------------|--|---|
| Disbursement cost | Photocopying @ 10p per A4 sheet (black & white). | Printing costs. |
| | Photocopying @ 20p per A4 sheet (colour). | Printing costs. |
| | Postage. | Actual cost of Royal Mail 2 nd class post. |

Contact details:

Mrs L Fielding – Clerk to Littleton & Harestock Parish Council
The Parish Office
The Hall Way, Winchester, SO22 6QL
Telephone: (01962) 886507
Email: clerk@lhpc.org.uk

Revision History

Table 10: Revision History

| Version (major.minor) | Date | Author | Modifications made |
|-----------------------|---------------------------|--------|--|
| Approved 1.0 | 10 th Oct 2011 | LHPC | Adopted by LHPC on 10 th October 2011. |
| Draft 1.1 | 1 st Mar 2021 | LF | Updated to LHPC standard document template, and revised the information that is available. |
| Approved 1.2 | 26 th Mar 2021 | LF | Numbered the paragraphs, and added risk registers, and references to notice boards. Adopted at the LHPC meeting on 12th April 2021. |

Note: The revision number should be updated every time this document is modified, significant changes should result in the major number being updated, and any other minor changes should result in the minor number being updated.