HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL

FREEDOM OF INFORMATION **Publication Scheme**

This publication scheme is based on the Model prepared and approved by the Information Commissioner and published April 2008. **It has been adopted by the Council at its meeting on 27 September 2018.**

This publication scheme commits the authority **(Hurstpierpoint & Sayers Common Parish 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the 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.

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.

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.

Information available from Hurstpierpoint and Sayers Common Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	At the Parish Council office; from the parish Council website; Hard copies Printed leaflets	50p per A4 sheet Leaflets are free
Who's who on the Council and its Committees	Hard copy (available for inspection or disclosure, subject to cost, at Parish Council Office) or website (Hurstpierpoint-pc.org.uk)	50p per A4 sheet
Contact details for Parish Clerk and Council members	Hard copy or website In quarterly newsletter	50p Newsletter is free
Location of main Council office and accessibility details	Hard copy for inspection or website	
Staffing structure	Hard copy for inspection (excluding personnel records)	50p per A4 sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy/village notice boards (last financial year)	50p per A4 sheet
Finalised budget	Hard copy and website	50p per A4 sheet
Precept	Hard copy (last financial year)	50p per A4 sheet
Borrowing Approval letter	Hard copy	50p per A4 sheet
Financial Standing Orders and Regulations	Hard copy and website	£3
Grants given and received	Community Affairs Committee minutes (hard copy/website)	50p per A4 sheet
List of current contracts awarded and value of contract	Hard copy and website	50p per A4 sheet
Members' allowances and expenses	Hard copy (inspection only)	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy and website	£3
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	£3
Quality status	Hard copy (inspection only)	
Local charters drawn up in accordance with DCLG guidelines	Hard copy (inspection only)	

Class 4 – How we make decisions (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)	Hard copy/website/village notice boards	50p per A4 sheet
Agendas of meetings (as above)	Hard copy/website	50p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	50p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	50p per A4 sheet
Responses to consultation papers	Hard copy and website	50p per A4 sheet
Responses to planning applications	Hard copy/website (last meeting only)	50p per A4 sheet
Bye-laws	Hard copy	£3

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy/website	50p per A4 sheet
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy and website	
Committee and sub-committee terms of reference	Hard copy/village notice boards	50p per A4 sheet
Delegated authority in respect of officers (standing orders)	Hard copy/website	50p per A4 sheet
Code of Conduct	Hard copy/website	50p per A4 sheet
Policy statements	Hard copy/website	50p per A4 sheet

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	50p per A4 sheet
Equality and diversity policy	Hard copy	50p per A4 sheet
Health and safety policy	Hard copy	50p per A4 sheet
Recruitment policies (including current vacancies)	Hard copy	50p per A4 sheet
Policies and procedures for handling requests for information	Hard copy and website	50p per A4 sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website	50p per A4 sheet
Information security policy	Hard copy	50p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy	50p per A4 sheet
Data protection policies	Hard copy	50p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy and website	50p per A4 sheet

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	50p per A4 sheet
Assets Register	Hard copy and website	50p per A4 sheet
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)	Hard copy	50p per A4 sheet
Register of members' interests	Hard copy and website	50p per A4 sheet
Register of gifts and hospitality	Hard copy	50p per A4 sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy and website	50p per A4 sheet
Burial grounds and closed churchyards	Hard copy (some inspection only)	50p per A4 sheet
Community centres and village halls	NOT APPLICABLE	
Parks, playing fields and recreational facilities	Hard copy and website	50p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	50p per A4 sheet
Bus shelters	Hard copy and website	50p per A4 sheet
Markets	NOT APPLICABLE	
Public conveniences	Hard copy and website	50p per A4 sheet
Agency agreements	Hard copy and website	50p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	50p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Emails, letters, reports (copies of)	Hard copy	50p per A4 sheet

Contact details:

Hurstpierpoint and Sayers Common Parish Council
Parish Council Office
Trinity Road
Hurstpierpoint
Hassocks
West Sussex, BN6 9UY

Tel: (01273) 833264
Email: hurstpierpoint.pc@btinternet.com
Website: www.hurstpierpoint-pc.org.uk

Office hours:
Monday to Friday 9.00 am to 1.30 pm

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 @ 50p per A4 sheet (black & white)	Actual cost * (to allow for cost of staff time in procuring the information)
	Photocopying @ £1p per A4 sheet (colour)	Actual cost (to allow for cost of staff time in procuring the information)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Emails, letters, reports (copies of)	50p per A4 sheet (to allow for cost of staff time in procuring the information)

* the actual cost incurred by the public authority