

Hellingly Parish Council



Publication Scheme Guidance **Classes of Information and Guidance to Information**

Freedom of Information Act 2000 – Publication Scheme

In implementing the Freedom of Information Act 2000 Hellingly Parish Council promotes openness and transparency in the way we make our decisions by providing clear information about our policies and processes through our publication scheme.

What is Freedom of Information?

The Freedom of Information Act 2000 gives general right of access to all types of recorded information held by public authorities. It lists exemptions from that right and places a number of obligations on public authorities.

What is a Publication Scheme?

A Publication Scheme is a guide to the classes of information that the Council publishes or intends to publish routinely. The term 'published' is broad and is not limited to information produced in paper format. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on the Council's website is as much part of the Publication Scheme as printed documents.

What are Classes of Information?

A requirement of the Act is to specify 'classes' of information that the Council will publish within its Publication Scheme.

The Information Commissioner has issued a 'Model Publication Scheme' and Hellingly Parish Council have adopted this scheme.

The Model Scheme contains 7 classes of information and these are as follows:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

How will I request additional information not covered by this scheme?

The Council includes as much information in the Publication Scheme as it can; however, if you cannot find what you are looking for you can make a request for information.

The Act is retrospective and information requests can be for information created before the Act came fully into force in 2005. However, where any of the information comes within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, it will be published with the exempt material deleted.

Will I be charged for information?

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for disbursements such as:

- Photocopying
- Printing
- Postage and packing
- The cost directly incurred as a result of viewing information

Any charges will be in accordance with the Council's policy.

Who do I contact?

For information concerning the scheme, if you want to request other information, or if you have any queries about the scheme and what it contains, please contact:

Suzanne Collins
Parish Clerk
Hellingly Parish Council
Village Hall
North Street
Hellingly
East Sussex
BN27 4DS

Tel: 01323 461390

Email: clerk@hellingly-pc.org.uk

Reviewing and Maintaining the Scheme

The Freedom of Information Act 2000 states that a publication scheme should be reviewed regularly. The Council is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any outdated information will be reviewed.

Information available from Hellingly Parish Council under the model publication scheme

Information to be published	Publication Format	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	All printed copy will be	10p per sheet
Who's who on the Council and its Committees	Website www.hellingly-pc.org.uk/Councillors	
Contact details for Parish Clerk and Council members Parish Clerk –Mrs Suzanne Collins Tel: 01323 461390 or Email clerk@hellingly-pc.org.uk For Councillors see all noticeboards or the website	Website www.hellingly-pc.org.uk/Councillors	
Location of main Council office and accessibility details Village Hall North Street Hellingly East Sussex. BN27 4DS		
Meetings by arrangement		
Staffing structure		
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)	(hard copy and/or website)	
Annual return form and report by auditor Final accounts available on the website	Available from the Clerk www.hellingly-pc.org.uk/accounts	
Finalised budget	Available from the Clerk	

Precept	Available from the Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Available from the Clerk but will be on-line soon	
Grants given and received	Council minutes	
List of current contracts awarded and value of contract	Available from the Clerk	
Members' allowances and expenses	None paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan		
Annual Report	Website www.hellingly-pc.org.uk/annual-report	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings	Website www.hellingly-pc.org.uk/meetings	
Agendas of meetings (as above)	Website www.hellingly-pc.org.uk/agendas	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and from the Clerk www.hellingly-pc.org.uk/minutes	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from the Clerk but will soon appear on the website	
Responses to consultation papers	Available from the Clerk	
Responses to planning applications	Available from the Deputy Clerk but will soon appear on the website.	
Bye-laws	Website and from the Clerk www.hellingly-pc.org.uk/ app /resources/documents/ www.hellingly-pc.org.uk/	

	pc.org.uk/miscellaneous/Summary%202014.pdf	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(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	At present all policies and procedures are only available from the Clerk but will be on the Council's website in due course.	
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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)		
Assets Register	Available from the Clerk	
Register of members' interests	Website www.hellingly-pc.org.uk/interests or Wealden District Council Website http://council.wealden.gov.uk/mgParishCouncilDetails.aspx?ID=334&LS=4	
Register of gifts and hospitality	Available from the Clerk	
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 or website; some information may only be available by inspection)	
Allotments	Website or the Clerk www.hellingly-pc.org.uk/allotments	
Burial grounds and closed churchyards	Website www.hellingly-pc.org.uk/cemetery or Hailsham Town Council enquiries@hailsham-tc.gov.uk	
Community centres and village halls	Website www.hellingly-pc.org.uk/village-hall	
Parks, playing fields and recreational facilities	Website www.hellingly-pc.org.uk/recreation-grounds	
Seating, litter bins, clocks, memorials and lighting	Available from the Clerk	
Bus shelters	Available from the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available from the Clerk	

Contact details:

Parish Clerk
Mrs Suzanne Collins
Village Hall
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Tel: 01323 461390

Email: clerk@hellingly-pc.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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority