



Headbourne Worthy Parish Council

Publications Scheme

Introduction

Headbourne Worth Parish Council is committed to providing the information recommended by the ICO under the model publication scheme and to providing as much information as possible on a routine basis.

HWPC Parish Council aims to make the information in this document available on the Parish Council's website unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

Information to be published

Who we are and what we do

This is organisational information which includes:

- The list of Councillors and how they may be contacted
- Who sits on each Committee
- Contact details (including address, email address and phone number) for the Clerk to the Council

What is spent and how it is spent

This is financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is for the current and previous year as a minimum.

- Annual return form and report by auditor for the current and previous 4 years
- Finalised budget
- Precept
- The approval letter for any borrowing
- Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract

What the priorities are and how they are being achieved

This information may include strategies, plans, performance indicators, audits, inspections and reviews in the current and previous year (as a minimum).

How decisions are made

This is information about Council meetings in the current and previous Council year (as a minimum)

- Timetable of meetings including committee meetings and parish meetings
- Agendas of meetings (as above)
- Minutes of meetings (as above) but will exclude information that is properly regarded as private to the meeting.
- Reports presented to council meetings, but will exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

Policies and Procedures

This will include the current policies and procedures for delivering our services and responsibilities

- Standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct for Councillors
- Policy statements

It will also include policies and procedures for the provision of services and about the employment of staff:

- 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)
- Data protection policies
- Schedule of charges (for the publication of information)

Lists and Registers

This is current information only

- Assets register
- Register of members' interests
- Register of gifts and hospitality

The Services the Parish Council offers

Information about the services offered by HWPC including leaflets and newsletters but also:

- Parks, playing fields and recreational facilities
- Seating, litter bins and noticeboards
- Bus Shelters

Additional Information

The Council will consider publishing information that is not itemised above but is relevant to its current actions or decision-making process.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 40p per sheet (black & white)	Actual cost 20p
	Photocopying @ 80p per sheet (colour)	Actual cost 70p
	Postage and packing £1.20	Actual cost of Royal Mail standard 2 nd class -85p