

Publication Scheme

Reviewed 1 June 2021 Policy & Resources (minutes P1035)

Introduction

This publication scheme lists the type of information held by Hedge End Town Council and outlines what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

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.

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 Hedge End Town Council under the Publication Scheme.

All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

Updating the Policy

Hedge End Town Council will review this scheme on an annual basis or as appropriate in light of significant legislative changes.

Action	Date	Next Date	Comment
Develop and agree initial scheme	May 2021		
Sign off scheme and information to be published	June 2021		
Annual Review	June 2022		

Categories	Information to be published	How the information can be obtained
Who we are and what we do	Who is who on the Council and its Committees	Website/ hard copy
	Contact details for the Cllrs and staff	Website/ hard copy
	Location of the Council Offices and accessibility details	Website/ hard copy
	Staffing structure	Website/ hard copy
	Policies of the Council (the Constitution)	Website/ hard copy
What we spend and how we spend it	Financial Regulations	Website/ hard copy
	Annual return form and reports by internal and external auditors	Website/ hard copy
	Annual budget and precept demand	Website/ hard copy
	Expenditure and income over £500	Website/ hard copy
	Income and expenditure through the financial year.	Website/ hard copy
	Borrowing approval letters	Email / hard copy
	Grants given and received	Website/ hard copy
	List of current contracts awarded and value of contract	Email / hard copy
What our priorities are and how we are doing	Any strategic plans	Website/ hard copy
	Any action plans to implement strategic plans	Website/ hard copy
How we make decisions	Standing Orders - how we make decisions	Website/ hard copy
	Timetable of meetings (Council, any committee/sub- committee meetings)	Website/ hard copy
	Agendas of meetings (as above)	Website/ hard copy
	Minutes of meetings (as above)	Website/ hard copy
	Responses to planning applications	Website/ hard copy
	Policies of the Council (inc the Constitution)	Website/ hard copy
Lists and registers	Assets Register	Website/ hard copy
	Register of interest/gifts of hospitality/acceptance of office	Website/ hard copy
Services we offer	Description of services offered	Social media/website
	Media releases	Social media/website