



WEST HANNINGFIELD PARISH COUNCIL



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PUBLICATION SCHEME / FREEDOM OF INFORMATION

Reviewed and Re-Adopted: 9th September 2024

Next Review Due September 2025

(Based on the Model Publication Scheme)

Under The Freedom of Information Act (FOI) 2000 all public authorities are required to produce a Publication Scheme that specifies the classes of information which the public authority publishes or intends to publish.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<i>Class 1 – Who we are and what we do</i> Organisational information, structures, locations and contacts (This will be current information only).	Hard copy Web site	Free 10p per sheet
Who's who on the Council and its Committees.	Website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council Members.	Website Hard copy	Free 10p per sheet
<i>Class 2 – What we spend and how we spend it</i> Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.	Website Hard copy	Free 10p per sheet
Annual return form & report by Auditor	Website Hard copy	Free 10p per sheet
Finalised budget	Website Hard copy	Free 10p per sheet
Precept	Website Hard copy	Free 10p per sheet

Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Website Hard copy	Free 10p per sheet
List of current contracts awarded and value of contracts	Website Hard copy	Free 10p per sheet
Member's allowances and expenses	Website Hard copy	Free 10p per sheet
Chairman's allowance	Website Hard copy	Free 10p per sheet
Travel Expenses awarded & cost of training	Website Hard copy	Free 10p per sheet
<i>Class 3 – What our priorities are and how we are doing</i> Strategies and plans, performance indicators, audits, inspections and reviews.		
Annual Report to Parish or Community Meetings (current and previous year as a minimum).	Website Hard copy	Free £2.00
<i>Class 4 – How we make decisions</i> (Decision making process and records of decisions). Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet
Agendas of meetings	Website Hard copy	Free 10p per sheet
Minutes of Meetings – excludes information that is properly regarded as private to the meeting	Website Hard copy	Free 10p per sheet
Reports presented to Council Meetings – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10p per sheet
Responses to consultation papers	Website Hard copy	Free 10p per sheet
<i>Class 5 – Our policies and procedures</i> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements Delegated Authority (Financial Regulations)	Website Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Freedom of Information Act 2000 procedures for handling requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme) Health and Safety Policy Child Protection Policy	Website Hard copy	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per sheet
Data protection policies	Covered by Data Protection Act 1998	10p per sheet
Schedule of charges (for the publication of information)	Hard copy	10p per sheet
Information Security Policy	Paperwork watermarked Confidential	
<i>Class 6 – Lists and Registers</i> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy (by Inspection Only). Website	

Register of members' interests	Hard Copy (by Inspection Only). Website – link to Chelmsford City Council website.	
Register of gifts and hospitality	Hard Copy (by Inspection Only)	
<i>Class 7 – The services we offer</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	Hard copy or website; some information may only be available by inspection.	
Parks, village greens, playing fields and recreational facilities.	Hard Copy (by Inspection Only)	
Seating, litter bins, floral schemes.	Hard Copy (by Inspection Only)	
Bus shelters, Winter Salt Scheme.	Hard Copy (by Inspection Only)	
Fees/Rents	Website Hard copy	Free 10p per sheet

Lucy White – Parish Clerk
September 2024