



## Information available from Ellingham, Harbridge & Ibsley Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available 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- the information is archived, out of date or otherwise inaccessible; or,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.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Finalised budget	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Precept	Website – January Minutes	Free

	Hard copy - contact clerk	10p per sheet + postage
Financial Standing Orders and Regulations	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Grants given and received	Website – November Minutes	Free
	Hard copy - contact clerk	10p per sheet + postage
Members' allowances and expenses	Hard copy – contact clerk	10p per sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
	Noticeboard	Free
	Hard copy - contact clerk	10p per sheet + postage
Agendas of meetings (as above)	Website	Free

	Noticeboard	Free
	Hard copy - contact clerk	10p per sheet + postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact clerk	10p per sheet + postage
Responses to consultation papers	Hard copy - contact clerk	10p per sheet + postage
Responses to planning applications	Website – Planning Committee Minutes	Free
	Hard copy - contact clerk	10p per sheet + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Committee and sub-committee terms of reference	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Delegated authority in respect of officers	Website (within Standing Orders) or Hard copy - contact clerk	Free or 10p per sheet + postage
Code of Conduct	Website or Hard copy - contact clerk	Free or 10p per sheet + postage

Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Health and safety policy	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Policies and procedures for handling requests for information	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Information security policy	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Records management policies (records retention, destruction and archive)	Website or Hard copy - contact clerk  Hampshire County Council Archive Services	Free or 10p per sheet + postage  Hampshire County Council to advise
Data protection policies	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Schedule of charges (for the publication of information)	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
<b>Class 6 – Lists and Registers</b>	(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	Hard copy - contact clerk	10p per sheet + postage

circumstances existing access provisions will suffice)		
Assets register	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Register of members' interests	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Register of gifts and hospitality	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
<b>Class 7 – The services we offer</b> (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)	
Seating, litter bins, clocks, memorials and lighting	Hard copy - contact clerk	10p per sheet + postage
Bus shelters	Hard copy - contact clerk	10p per sheet + postage
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Joanna Ramsay, Parish Clerk, 16 Cedar Drive, Wimborne, Dorset BH21 2JH  
Tel:07840 146506, Email: clerk@ehipcmail.co.uk, Website: www.ehiparishcouncil.org.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority