

Publication Scheme under the Freedom of Information Act 2000

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information pro-actively and help it to develop a greater culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its areas, to take action within the legal framework and to provide a leadership focus for the community.

Note – All documents are available from the Parish Clerk by contacting clerk@hursleyparishcouncil.gov.uk Where marked "www" the information is available on the Parish Council's website at hursleyparishcouncil.gov.uk.

CORE CLASSES OF INFORMATION

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council, committee and subcommittee meetings (limited to last 2 years)	www Computerised, averages 6 No. A4 pages per council meeting, 2 No. A4 pages per committee meeting	Yes
Procedural standing orders	www 11 No. A4 pages	Yes
Council's annual report to parish meeting	www Averages 3 No. A4 pages	Yes

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Members' declaration of acceptance of office	Copy of acceptances available. 1No. A4 page for each councillor	Yes
Members' register of interests	Parish Council would direct all applications to Winchester City Council.	N/A
Register of Members' interests book	Parish Council would direct all applications to Winchester City Council.	N/A

3. Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish councils. It includes recommendations for the creation of new wards, the amendment of existing wars, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information	Format in which it is available	Charge for supply (yes/no)
Information relating to the last Periodic Electoral Review of the council area.	Parish Council holds no such information and would direct all applications to Winchester City Council	N/A
Information relating to the latest boundary review of the council area	Parish Council holds no such information and would direct all applications to Winchester City Council	N/A

4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	A4 sheet	Yes
Job descriptions	A4 Sheet	Yes

5. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications	1 or 2 A4 sheets per application	Yes

6. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual return form - limited to the last financial year	Photocopy of Audit form – 7 No. A4 Sheets or on website	Yes
Annual statutory report by auditor (internal and external) - limited to the last financial year	See above (Integral)	Yes
Receipt/payment books, receipt books of all kinds, bank statement from all accounts - limited to the last financial year	Viewing by appointment at a public place	Yes
Precept request - limited to the last financial year	A4 Photocopy – 1 No. Sheet	Yes
VAT records - limited to the last financial year	A4 Photocopy – 4 No. sheets	Yes
Financial Standing Orders and regulations	Under development	Yes – when available
Assets register - includes details of commons/village greens owned by the council, including management schemes for commons as well as village halls, community centres and recreation grounds	Photocopy of Assets Register book available. Photocopy Lease of Parish Hall to Management Committee available – 12 No. pages approx, A3 size	Yes Yes
Financial risk assessments	Under development	Yes – when available

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Agendas and supporting papers for council, committee and sub committee meetings - limited in each case to the forthcoming/immediate committees	Agendas are posted on Parish Notice Board and website – A4 copies available. Supporting documentation variable and may be confidential.	Yes
Terms of reference for committees	Not available	N/A

2. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Equal opportunities policy	www Hard copy of Resolution on Racial Equality only	No Yes
Health and Safety policy	None	N/A
Staffing Structure	None	N/A

3. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Parish Plan	NA	N/A

4. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Loan Sanction Approvals	None	N/A
Fees and Charges applied by the Council	1 Sheet – A4	Yes
		Yes
Register/file of Members' allowances	Not applicable	N/A

5. Development and implementation of Policy

Information	Format in which it is available	Charge for supply (yes/no)
Policy statements issued by council	None issued	N/A
Responses made by council to consultation papers	Specific issue must be quoted and photocopy of response, if any, will be supplied	Yes
Analysis of responses received to public consultations by the council	Not Applicable	N/A
Village appraisal	Not Applicable	N/A
Complaints handing procedure	Dealt with individually if any were to arise	N/A

6. Byelaws

Information	Format in which it is available	Charge for supply (yes/no)
For the regulation of a mortuary and post mortem room	Not Applicable	N/A
For the regulation of a pleasure ground or public space	Not Applicable	N/A
For the regulation of an open space or burial ground	Not Applicable	N/A
For the regulation of any baths, swimming pool, bathing place or wash-house	Not Applicable	N/A
For the regulation of the hiring of pleasure boats in a park or pleasure ground provided by a council	Not Applicable	N/A
For the control of dogs and dog fouling	Not Applicable	N/A

7. Council Circulars/Newsletters

Information	Format in which it is available	Charge for supply (yes/no)
Parish Council Guide	Parish Council Website	Yes for paper copy
History of Parish	Not Applicable	N/A

8. Arts, Entertainment & Tourist Information (Relates only to information produced by the Parish Council).

Information	Format in which it is available	Charge for supply (yes/no)
None produced	Not applicable	N/A

9. Allotments

Information	Format in which it is available	Charge for supply (yes/no)
Plans	Diagrammatic plan only – 1 No. A4 sheet	Yes
Standard Tenancy Agreements	Copy agreement with allotment holders association contains model form – 3 No. A4 sheets	Yes

10. Burial Grounds

Information	Format in which it is available	Charge for supply (yes/no)
Plans	Diagrammatic plans on A2 sheets available to view by appointment.	Yes
General Policies	Cemetery rules and regulations – 5 No. A4 sheets.And on website	Yes

11. Best Value

This information which encompasses the duty owed by a council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area

Information	Format in which it is available	Charge for supply (yes/no)
Best Value Performance Plan	Not Applicable	N/A
Best Value Inspection Reports	Not Applicable	N/A

EXCLUSIONS

Core Classes of Information

Employment Practice and Procedure

'Personal records', i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Audit and Accounts

All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Optional Classes of Information

Allotments

Individual tenancy agreements and rent payment records under both privacy and data protection laws.

Burial Grounds

All documentation relating to individual applications and registrations under both privacy and data protection laws.