WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

FREEDOM OF INFORMATION - PUBLICATION SCHEME

Under the Freedom of Information Act 2000 (Section 19), the Town Council is required to adopt and maintain a publication scheme setting out the types of information it will make available, how that information can be obtained and whether a charge will be made. The purpose of the scheme is to provide as much information as possible on a routine basis as recommended by the Information Commissioner's Office.

The Town Council will make the information available in any of the following ways:

- Publication on the Council's website.
- Electronically, upon request to the Chairman or Town Clerk, by email.
- A hard copy, upon request to the Chairman or Town Clerk, to be collected in person or posted.
- Available for inspection in the Council Office, upon request and subject to prior arrangement with the Town Clerk.

Requested information will be made available unless:

- The Council 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; The Council will provide a 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- The information is archived, out of date or otherwise inaccessible; or,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.

WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

For a request to be valid under the Freedom of Information Act it must be in writing, but requesters do not have to mention the Act. In accordance with the guidance from the Information Commissioner's Offices, a freedom of information request will be responded to within 20 working days.

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy	Nil 20p per sheet plus postage.
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Nil 20p per sheet plus postage.
Location of main Council office and accessibility details	Website Hard copy	Nil 20p per sheet plus postage.
Staffing structure	Website Hard copy	Nil 20p per sheet plus postage.
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy	Nil 20p per sheet plus postage.
Finalised budget	Website Hard copy	Nil 20p per sheet plus postage.

Information to be published	How the information can be obtained	Cost
Precept	Website Hard copy	Nil 20p per sheet plus postage.
Borrowing Approval letter	Hard copy	20p per sheet plus postage.
Financial Standing Orders and Regulations	Website Hard copy	Nil 20p per sheet plus postage.
Grants given and received	Website Hard copy	Nil 20p per sheet plus postage.
List of current contracts awarded and value of contract	Website Hard copy	Nil 20p per sheet plus postage.
Members' allowances and expenses	Website Hard copy	N/A 20p per sheet plus postage.
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Strategic Plan (current and previous year as a minimum)	Website Hard copy	Nil 20p per copy plus postage.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Nil 20p per copy plus postage.
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Nil 20p per copy plus postage.
Agendas of meetings (as above)	Website Hard Copy	Nil 20p per copy plus postage.
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil 20p per copy plus postage.
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil 20p per copy plus postage.
Responses to consultation papers	Website Hard Copy	Nil 20p per copy plus postage.
Responses to planning applications	Website Hard Copy	Nil 20p per copy plus postage.
Bye-laws	Hard Copy	20p per copy plus postage.

WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only		
Information to be published	**How the information can be obtained**	**Cost**
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy Website Hard copy Website Hard copy Website Hard copy Website Hard copy	Nil 20p per copy plus postage. Nil 20p per copy plus postage. Nil 20p per copy plus postage. Nil 20p per copy plus postage. Nil 20p per copy plus postage.
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	N/A N/A Website Hard copy Website Hard copy	N/A N/A Nil 20p per copy plus postage. Nil 20p per copy plus postage.

Recruitment policies (including current vacancies)	Website	Nil
Policies and procedures for handling requests for information	Website Hard copy	Nil 20p per copy plus postage.
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Nil 20p per copy plus postage.
Information security policy	Website Hard Copy	Nil 20p per copy plus postage.
Records management policies (records retention, destruction and archive)	Website Hard Copy	Nil 20p per copy plus postage.
Data protection policies	Website Hard Copy	Nil 20p per copy plus postage.
Schedule of charges (for the publication of information)	Website Hard Copy	Nil 20p per copy plus postage.

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Website Hard Copy	Nil 20p per copy plus postage.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	N/A
Register of members' interests	Website Inspection in the Council office.	Nil
Register of gifts and hospitality	Inspection in the Council office.	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website Hard Copy Inspection in the Council office.	Nil 20p per copy plus postage. Nil
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website Hard copy Inspection in the Council office.	Nil 20p per copy plus postage Nil

Seating, litter bins, memorials and lighting	Website Hard copy Inspection in the Council office.	Nil 20p per copy plus postage Nil
Bus shelters	Website Hard copy Inspection in the Council office.	Nil 20p per copy plus postage Nil
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	Inspection in the Council office.	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Publishing datasets for re-use Map datasets *Note: If the dataset or any part of it is a relevant copyright work and the Council is the only owner, the will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has	Electronically, by email	Nil

published Guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".		

Contact details:
The Town Clerk
Whitehill Town Council
Council Offices, Forest Community Centre
Pinehill Road
Bordon
GU350BS
info@whitehilltowncouncil.gov.uk
Tel: 01420 473123

WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the Publication Scheme.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.44p per sheet (black & white)	Photocopying cost + paper costs
	Photocopying @ 2.2p per sheet (colour)	Photocopying cost+ paper costs
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Staff time A public authority can charge for the time taken by its staff on the activities included in communicating the information. Regulation 7(5) indicates that staff time is to be charged at the flat rate of £25 per hour, irrespective of whether a higher rate is actually incurred by internal staff or charged by external contractor staff. A public authority can also charge for the time it takes a member of staff to actually redact the exempt information. This cost can be included because it is part of the costs of communicating the information under regulation 7. Regulation 7(5) of the Fees Regulations confirms that a public authority can only charge £25 per hour for this activity. For example, if it takes one employee 45 minutes to black out the information which is not to be disclosed then the public authority can charge £18.75 for this activity. For the avoidance of doubt, any staff time spent redacting exempt information cannot be taken into account when initially estimating whether it would exceed the appropriate limit to comply with the request.		