



# Broadbridge Heath Parish Council

## Publication Scheme

**Reviewed: Oct 2023**

**Adopted: May 2022**

**Next Review: May 2025**

**Minute ref: 235/23**

### 1. Introduction

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Broadbridge Heath Parish Council adopted the generic model publication scheme at their Council Meeting on 9<sup>th</sup> May 2022. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

### 2. Information available

The following information is available from Broadbridge Heath Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information 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 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.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	<a href="http://www.broadbridgeheath-pc.gov.uk">www.broadbridgeheath-pc.gov.uk</a>	Free

Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Clerk	Free
<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)	Clerk	See schedule of charges
Annual return form and report by auditor	Clerk	See schedule of charges
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Clerk	See schedule of charges
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Clerk	See schedule of charges
List of current contracts awarded and value of contract	Clerk	See schedule of charges
Members' allowances and expenses	Clerk	See schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk	See schedule of charges
Quality status	Clerk	Free
Local charters drawn up in accordance with DCLG guidelines	Clerk	See schedule of charges
<b>Class 4 – How we make decisions</b> (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;  Full council meetings on first Monday of every calendar month	Free
Agendas of meetings (as above)	Noticeboard; Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Clerk	See schedule of charges
Responses to planning applications	Clerk	See schedule of charges
Bye-laws	Clerk	See schedule of charges
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Most of this information is available on the website.		
Policies and procedures for the conduct of council business:	Clerk	See schedule of charges

<p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Clerk	See schedule of charges
Information security policy	Clerk	See schedule of charges
Records management policies (records retention, destruction and archive)	Clerk	See schedule of charges
Data protection policies	Clerk	See schedule of charges
Schedule of charges (for the publication of information)	(Below)	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers</p> <p>Some information may only be available by Inspection</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Clerk	See schedule of charges
Assets register	Clerk	See schedule of charges

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	
Register of members' interests	Website	
Register of gifts and hospitality	Clerk	See schedule of charges
<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)	(hard copy or website; some information may only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Clerk	See schedule of charges
Seating, litter bins, clocks, memorials and lighting	Clerk	See schedule of charges
Bus shelters	Clerk	See schedule of charges
Markets	None	
Public conveniences	None	
Agency agreements	Clerk	See schedule of charges
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

### 3. CONTACT DETAILS

Request for hard copies:

**Parish Clerk**

**The Parish Office**

**Sargent Way**

## Broadbridge Heath

RH12 3TS

Email [clerk@broadbridgeheath-pc.gov.uk](mailto:clerk@broadbridgeheath-pc.gov.uk) Telephone 07716 130103

Website Address: [www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

### 4. SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p 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>Freedom of Information Request</b>	No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12).  In certain cases the public authority is not obliged to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Data Protection Act 1998 S9A/ Freedom of Information Act 2000 s69).	

### 5. COMPLAINTS PROCEDURE

The Council would normally expect the Clerk or a named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk or named officer. If the information is not available you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get

details of this procedure from the Clerk (details as above) or visit the Council Regulations page on the Website.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.