



ALDERHOLT PARISH COUNCIL FREEDOM OF INFORMATION PUBLICATION SCHEME

Introduction

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
 - Specify the information which is held by the Council and falls within the classifications below.
 - Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - Review and update on a regular basis the information the Council makes available under this scheme.
 - Produce a schedule of any fees charged for access to information which is made proactively available.
 - Make this publication scheme available to the public.
 - Publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19(8) of that Act.



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Classes of Information

The publication scheme consists of seven classes of information as follows:

- **Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions** – Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** – Current written protocols for delivering our functions and responsibilities.
- **Lists and registers** – Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

The classes of information will not generally include:

- Information the disclosure of 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 that is 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.

The Method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.



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Where it is within the capability of the Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information



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Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or part datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Council that is not held under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



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Information available from Alderholt Parish Council under the Freedom of Information Act Model Publication Scheme

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) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website/Notice board Hard copy-contact clerk	Free
Details of any representation on local public bodies		
Postal and email address	Website/Notice board Hard copy-contact clerk	Free
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details	Website/ Notice board Hard copy-contact clerk	Free
Staffing structure	Website	Free
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		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy-contact clerk	Free
Finalised budget	Website	Free



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	Hard copy-contact clerk	
Precept	Website Hard copy – contact Clerk	Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website – all authorised expenditure listed in minutes Website – separate listings shown for expenditure over £500.00 Hard copy – contact Clerk	Free
Standing Orders and Financial Regulations	Website Hard copy-contact Clerk	Free
Grants given and received	Website Hard copy-contact Clerk	Free
List of current contracts awarded and value of contract (will be displayed separately when gross annual turnover exceeds £200k as per Transparency Code 2015)	Website Hard copy-contact Clerk	
Councillor expenses	Website – all authorised expenditure listed in minutes Hard copy-contact Clerk	Free
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		
Annual governance statement in format included in the Annual Return Form	Website Hard copy from Clerk	Free
Parish Plan	N/A	Free
Annual Report to Parish or Community Meeting	Website - Parish Meeting Minutes	Free



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	Hard copy – contact Clerk	
Quality Status	N/A	
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, any committee/sub-committee meetings and parish meetings)	Website, Noticeboard Hard copy-contact clerk	Free
Agendas of meetings (as above)	Website Hard copy-contact clerk	Free
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy-contact clerk	Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website - included in minutes Hard copy-contact clerk	Free
Responses to consultation papers	Website - included in minutes Hard copy – contact clerk	Free
Responses to planning applications	Website - included in minutes Hard copy – contact clerk	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers 	Website Hard copy-contact clerk	Free



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<ul style="list-style-type: none"> • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website Hard copy – contact clerk</p>	Free
<p>Records management, personal data and access to information policies</p> <ul style="list-style-type: none"> • Data protection policy • Documents and retention policy 	<p>Website Hard copy – contact clerk</p>	Free
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	Free
Assets Register	Hard copy-contact clerk	Free
Register of members' interests	<p>Website – link provided to the Dorset Council website where information is registered. Hard copy-contact clerk</p>	Free
Register of gifts and hospitality	Hard copy-contact clerk/	



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Class 7 – The services we offer (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)	
Current information only		
Allotments	Website Hard copy-tenancy agreement-contact clerk	Free
Recreation Grounds	Website	Free
Bus Shelter	Website	Free
Seating, Dog Bins, Grit Bins, Speed Indicator Devices, War Memorial, Notice Board	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Neighbourhood Plan	Website	Free

Contact details:

Mrs N Ashton, Parish Clerk

Parish office 1 Station Road, Alderholt, Fordingbridge, Hampshire, SP6 3RB 01425 657587

clerk@alderholtparishcouncil.co.uk

www.alderholtparishcouncil.gov.uk

Date	Min	Action
08/06/09	105/09	Amended
14/05/12	PC 80/12	Reviewed – No change
23/02/15	P&F 07/15	Reviewed – No change
12/01/26	19/26	Reviewed and amended to include the Model Publication Wording and update the table To be reviewed again in 01/28