

FREEDOM OF INFORMATION POLICY

NEW PUBLICATION SCHEME (2009)

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Crookham Village Parish Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Crookham Village Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by Crookham Village Parish Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

- mandatory documents are shown in **bold** to distinguish them from optional documents of available information

Information is available for inspection, by appointment with the Clerk, at the Parish Council Office, Daegmarsfield Farm, Church Lane, Dogmersfield, Hook, Hampshire, RG27 8SZ, telephone 01252 810568 or email clerk@crookhamvillage.org.uk. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

Agendas and public minutes are available on the Crookham Village Parish Council's website as far as practicable.

INFORMATION AVAILABLE

1. Council Internal Practice and Procedure

Document	Where to source Information	Fee/charges
Agendas, minutes, reports and supporting papers of all Council and committee meetings*	Website or CVPC office	No fee for current meetings 10 pence/page for past meetings
Standing Orders	Website or CVPC Office	10 pence/page
Annual Parish Meeting	Website or CVPC office	10 pence/page
Terms of reference of CVPC committees	Website or CVPC Office	10 pence/page

*Note : Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

Document	Where to source Information	Fee/charges
Members' Declaration of Acceptance of Office	CVPC office	10 pence/page
Members' Register of Interests	CVPC website, office or Hart District Council office	Inspection only
Register of Gift's	CVPC office	Inspection only

3. Employment Practice and Procedure

Document	Where to source Information	Fee/charges
Terms and conditions of employment	CVPC office	Inspection only
Job descriptions	CVPC office	10 pence/page
Staff Handbook	CVPC office	10 pence/page
Staffing structure	CVPC office	10 pence/page

Note: Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

4. Planning Documents

Document	Where to source Information	Fee/charges
Responses to planning applications	CVPC website or office	10 pence/page

Note: Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning authority (Hart District Council) and/or highway authority (Hampshire County Council) respectively.

5. Audit and Accounts

Document	Where to source Information	Fee/charges
Annual return form	Website – CVPC office	10 pence/page

Annual statutory report by auditor(internal & external)	Website – CVPC office	Inspection only
Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	CVPC office	Inspection only
Precept request – limited to last financial year	CVPC office	10 pence/page
VAT records – limited to last financial year	CVPC office	Inspection only
Financial Standing Orders and Regulations	CVPC office	Inspection only
Asset Register	CVPC office	Inspection only
Risk Assessments and safety checks	CVPC office	Inspection only
All monetary transactions	Website	Inspection only
Invitation to tender for contracts with a value exceeding £5,000	Website	Inspection only

6. Council newsletters

Document	Where to source Information	Fee/charges
Parish Plan (delivered to every property in the Parish FOC)	Website	10p per sheet
Newsletter (delivered to every property in the Parish FOC)	Website or CVPC office	10p per sheet

Reviewed May 2017