

## LITTLETON AND HARESTOCK PARISH COUNCIL

### 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.

#### **A. EXCLUSIONS**

##### **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, Planning Enforcements, the Development Plan, Structure Plan, Local Plan and Right 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, 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.

##### **Confidential business as Standing Order 72**

#### **B. CORE CLASSES OF INFORMATION**

<b>Information</b>	<b>Format available</b>	<b>Charge for supply</b>
<b>1. Council Internal Practice and Procedure</b> Minutes of Council and Sub-Committee Meetings (Limited to last two years)	A4 sheets or e-mail	10p per sheet
Procedural Standing Orders	A4 booklet 17 pages	£2.00
<b>2. Code of conduct</b> Members declaration of acceptance of office	A4	10p per sheet
Members register of interests	Copy at Parish Office and at Winchester City Cncl	10p per sheet
<b>3. Periodic Electoral Review</b> This is information concerning changes to the electoral arrangements for Parish/Town councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.		
Information relating to the last Periodic Electoral Review of the Council area.	Contact Winchester City Council	
Information relating to the latest Boundary Review of the Council area.	Contact Winchester City Council	
<b>4. Employment Practice and Procedure</b> Terms and conditions of employment	A4	10p per sheet
Job descriptions	A4	10p per sheet
<b>5. Planning Documents</b> Responses to planning applications	A4	10p per sheet

*Publication scheme (continued)*

<b>Information</b>	<b>Format available</b>	<b>Charge for supply</b>
<b>6. Audit and Accounts</b>		
Annual return form – limited to last Financial year	A4 photocopies	10p per sheet
Annual statutory report by Internal and External Auditor – limited to last financial year.	A4 photocopies	10p per sheet
Receipt / payment books, receipt books of all kind, bank statements from all accounts: limited to the last financial year.	Viewing by appointment at the Parish Office	10p per sheet
Precept request: limited to last financial year	A4	10p per sheet
VAT records: limited to last financial year	A4	10p per sheet
Financial Standing Orders	A4	10p per sheet
Asset register	Viewing by appointment At the Parish Office	10p per sheet
Risk Assessments	A4 sheets	10p per sheet

**C. OPTIONAL DOCUMENTS WITHIN CORE CLASSES**

<b>Information</b>	<b>Format available</b>	<b>Charge for supply</b>
<b>1. Council Internal Practice and Procedures</b>		
Agendas and supporting papers for Council and committee meetings – limited to the forthcoming/ immediate committees.	A4 (varying length) Unless confidential	No charge
<b>2. Employment Practice and Procedures</b>		
Equal opportunities policy	Not yet developed	
Health & Safety Policy	Not yet developed	
<b>3. Planning Documents</b>		
Village Design Statement (VDS)	Latest Littleton VDS	£6.00 to non- parishioners.
VDS revisions	Report from sub-c'ttee	10p per sheet
<b>4. Audit and Accounts</b>		
Fees and charges applied by the Council	A4	10p per sheet
Safety inspection records	A4 monthly reports	10p per sheet
Register/ file of members allowances	Not applicable	
<b>5. Development and Implementation of Policy</b>		
Policy statements issued by Council	Not applicable	
Responses made by Council to consultation papers	A4 reports occasionally	10p per sheet
Analysis of responses received to public consultations by the Council	A4 reports occasionally	10p per sheet

*Publication scheme continued.*

<b>Information</b>	<b>Format Available</b>	<b>Charge for supply</b>
Complaints handling procedure	A4	FREE
<b>6. Byelaws</b> For the regulation of a pleasure ground or public space	None	
<b>7. Newsletter</b>	A4 Leaflet	FREE
<b>8. Arts, Entertainment &amp; Tourist Information</b>	Not applicable	
<b>9. Allotments</b>	Not applicable	

**Unless the information required is collected from the office the cost of postage is to be added.**