

## HAWKLEY 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. This Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

#### Information available

<u>Information</u>	<u>Format</u>	<u>Charge</u>
<u>Council Internal Practice &amp; Procedures</u>		
Minutes of Council meetings (limited to last 2 years)	A4 loose-leaf sheets (average 2-3 per meeting)	20p per sheet plus postage
Procedural Standing Orders	2 x A4 loose-leaf sheets	£5 per copy
Council's annual report to Parish meeting	Minutes of Annual Parish Meeting - 2 x A4 sheets	£ 1 per copy
Agendas for Council meetings (limited to forthcoming/immediate meetings)	Posted on Notice boards	20p per sheet plus postage
<u>Code of Conduct</u>		
Register of Members' interests book	Available to view on request	None
<u>Employment Practice &amp; Procedure</u>		
Terms & conditions of employment	3 x A4 sheets	£5 per copy
Job descriptions	2 x A4 sheets	£3 per copy
Equal opportunities policy	Copy Council resolution on Equality only	20p per page plus postage
<u>Planning Documents</u>		
Responses to planning applications	District Council response form; Specify application reference and date.	Variable
<u>Audit &amp; Accounts</u>		
Annual return form - limited to last financial year	Loose-leaf A4 copies: 3 - 4 pages	£5
Annual statutory report by auditor (internal & external) - limited to last financial year.	as above	£5
Receipt/payment books, receipt books, bank statements, all limited to last financial year.	Viewing by appointment at place to be arranged.	Variable

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Precept request - limited to last financial year.	A4 copies	£2
VAT records - limited to last financial year.	A4 copies	£2
Financial Standing Orders & Regulations	A4 Loose-leaf copies (approximately 2 pages)	£3
Assets register - includes details of greens owned by the Council	Assets listed in Annual Receipts & Payments Account Loose-leaf copies available	£3
<u>Development &amp; implementation of Policy</u>		
Responses to consultation papers.	Public requested to specify subject, date etc when requesting details.	Variable
Complaints handling procedure	Dealt with individually as these arise.	if applicable
<u>Byelaws</u>		
For regulation of public space	A5 booklet copy.	£5

**Information for which reference should be made to East Hampshire District Council**

Periodic Electoral Review

Last periodic electoral review of )  
Council area. ) Latest boundary  
review of area )

Information held by EHDC  
Democratic Services  
Department

Code of Conduct

Members' declaration of acceptance)  
)  
)  
of office.  
Members' register of interests

E.H.D.C. Monitoring  
Officer

**EXCLUDED INFORMATION**

Employment Practice & 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, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Audit & Accounts

All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to 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.