

Publication Scheme

Table of Contents

1	Guide to classes of information available
2	Class 1 – Who we are and what we do
3	Class 2 – What we spend and how we spend it
4	Class 3 – What our priorities are and how we are doing
5	Class 4 – How we make decisions
6	Class 5 – Our policies and procedures
7	Class 6 – Lists and Registers
8	Class 7 – The services we offer
9	Contact details
10	Schedule of charges
References	Main Legislation – Freedom of Information Act 2000 – Section 19
Related Policies	Code of Conduct, Standing Orders, Financial Regulations and associated Operating Procedures Guidance - www.ico.org.uk

Version Control

Version	Date approved	Minute Ref	Website updated	Next Review
V1	13/06/2023	042/23	10/07/2023	Q2 2025

Freedom Of Information Act 2000

1. Guide to classes of information available

This guide details what information is readily available from Boyatt Wood Parish Council under the Freedom of Information Act 2000 Publication Scheme, together with the costs. Any information not listed may be requested, in writing. Information will be provided in the language it is held.

Each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.

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- Information that is no longer readily accessible as it is contained in archived files, out of date or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Organisational information, structures, locations and contacts and contacts Current information only.		
Who’s Who on the Council and its Committees	Website Hard copy	Free 50p per sheet
Contact details for Parish Clerk and Council members - named contacts email address and where possible telephone numbers.	Website Hard copy	Free 50p per sheet
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	Website Hard copy	Free 50p per sheet
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.		
Annual Governance return and report by external auditor	Website	Free

	Hard copy	50p per sheet
Annual Accounts and internal auditor report	Website Hard copy	Free 50p per sheet
Finalised budget	Website Hard copy	Free 50p per sheet
Precept	Website Hard copy	Free 50p per sheet
Borrowing Approval letter	Website Hard copy	Free 50p per sheet
Grants given and received	Website Hard copy	Free 50p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 50p per sheet
Members' allowances and expenses	Website Hard copy	Free 50p per sheet
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	N/A	N/A
Financial Management Strategy (from 2023 only)	Website Hard copy	Free 50p per sheet
Parish Annual Report	Website Hard copy	Free 50p per sheet
Internal Audit Reports/Impact assessments	N/A	N/A
Quality Award status	N/A	N/A
Local charters drawn up in accordance with Department for Levelling Up, Housing and Communities - DLUHC guidelines – none in force	N/A	N/A
Class 4 – How we make decisions		
Decision making processes and records of decisions		
Timetable of meetings All Council, committee/sub-committee and parish meetings	Website Hard copy	Free 50p per sheet
Agendas of meetings (as above)	Website	Free

	Hard copy	50p per sheet
Minutes of meetings (as above) – Excludes Private/Confidential matters	Website Hard copy	Free 50p per sheet
Reports presented to council meetings - Excludes Private/Confidential matters	Website At meetings Hard copy	Free 50p per sheet
Responses to consultation papers	Website Hard copy	Free 50p per sheet
Responses to planning applications	Website Hard copy	Free 50p per sheet
Bye-laws	Website Hard copy	Free 50p per sheet
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering services and responsibilities.		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Code of Conduct Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements	Website Hard copy	Free 50p per sheet
Policies and procedures for the provision of services and the employment of staff: Internal policies relating to the delivery of services. Equality and diversity policy Health and safety policy Staff Handbook Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 50p per sheet
Information security policy	Website Hard copy	Free 50p per sheet
Records management, personal data and access to information policies	Website Hard copy	Free 50p per sheet

Data protection policies	Website Hard copy	Free 50p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only - some information may only be available by personal visit and inspection.		
Assets Register	Website Hard copy	Free 50p per sheet
Freedom of Information Disclosure log (indicating the information that has been provided in response to requests)	Website Hard copy	Free 50p per sheet
Register of members' interests	Website Hard copy	Free Eastleigh BC
Register of gifts and hospitality	Website Hard copy	Free Eastleigh BC
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by personal visit and inspection Current information only		
Allotments	Website Hard copy	Free 50p per sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free Eastleigh BC
Street furniture - Seating, litter bins, memorials and lighting etc	Website Hard copy	Free Eastleigh BC
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hard copy	Free 50p per sheet
Additional Information Published and unpublished information not itemised in the lists above	Website Hard copy	Free 50p per sheet

9. Contact details.

Parish Clerk,
Boyatt Wood Parish Council
St Stephens Church
Shakespeare Road
Boyatt Wood, Eastleigh,
Hampshire SO50 4FZ
Email: clerk@boyattwood-pc.gov.uk
Tel: 02382 121529

10. Schedule of charges

- (i) Multiple copies of any available document will be supplied to any resident within the Parish of Boyatt Wood on payment of the actual cost of copying and postage.
- (ii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Boyatt Wood or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25.00 per hour - Limit £450.00 for maximum of 18 hours	In accordance with the relevant legislation
Other	Administrative costs	Actual costs