

PUBLICATION SCHEME

Adopted by the Council on 9 June 2014

Re-confirmed on 14 Feb 2022

Reviewed on 17 April 2023

Reviewed on 4 April 2024

Reviewed on 14 April 2025

Reviewed on 13 April 2026

OWSLEBURY & MORESTEAD PARISH COUNCIL

Freedom of Information Act 2000

The Council's policy is based upon the model publication scheme prepared and approved by the Information Commissioner.

The 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 authority.

The policy 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.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this policy.
- To 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.
- To review and update on a regular basis the information the Council makes available under this policy.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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.

Classes of information

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.

OWSLEBURY & MORESTEAD PARISH COUNCIL

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 the 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 policy will be made available.

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

Where it is within the capability of a public authority, 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, a public authority 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 an authority 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 policy.

The purpose of this policy 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.



OWSLEBURY & MORESTEAD PARISH COUNCIL

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.

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 parts of 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 published 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

OWSLEBURY & MORESTEAD PARISH COUNCIL

Information available from Owslebury Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost Per sheet |
|---|--|-------------------|
| <p>Class 1 - Who we are and what we do.</p> <p>(Organisational information, contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | Website/hard copy | 10p |
| Who's who on the Council | Website/electronic/hard copy | 10p |
| Contact details for staff and Council members (named contacts where possible with telephone number and email address) | Website/electronic/hard copy | 10p |
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| <p>Class 2 – What we spend and how we spend it.</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | Website/electronic/hard copy/minutes | 10p |
| Annual return form and report by auditor | Website/electronic/hard copy/noticeboard | 10p |
| Finalised budget | Electronic/hard copy/minutes/Website | 10p |
| Precept | Electronic/hard copy/minutes/AGAR/ Website | 10p |
| Financial Regulations and Standing Orders | Website/electronic/hard copy | 10p |
| Grants given and received | Website/electronic/hard copy/minutes and year-end accounts | 10p |
| List of current contracts awarded and value of contract | Electronic/hard copy/minutes | 10p |
| Members' expenses | Website/electronic/hard copy/minutes | 10p |
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| <p>Class 3 – What our priorities are and how we are doing.</p> | Hard copy/minutes /Website | 10p |



OWSLEBURY & MORESTEAD PARISH COUNCIL

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| (Audits, inspections and reviews) | | |
| Annual Report to Parish Assembly | Website/electronic/hard copy | 10p |
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| Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum | Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic | 10p |
| Timetable of meetings | Website/electronic/hard copy | 10p |
| Agendas of meetings (as above) | Website/electronic/hard copy/noticeboards | 10p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website/electronic/hard copy | 10p |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website/electronic/hard copy | 10p |
| Responses to consultation papers | Electronic/hard copy/minutes | 10p |
| Responses to planning applications | Electronic/hard copy Winchester/SDNP website/minutes | 10p |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website/hard copy/electronic | 10p |
| Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct | Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy | 10p |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services. Equality and Diversity policy | Contained in Standing Orders/Financial Regulations/minutes. Website/electronic/hard copy | 10p |



OWSLEBURY & MORESTEAD PARISH COUNCIL

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| Health and Safety policy | Website/electronic/hard copy | |
| Risk Assessments | Website/electronic/hard copy | |
| Recruitment Policies (including current vacancies) | Electronic/hard copy | |
| Policies and Procedures for handling requests for information | Contained in minutes | |
| Complaints Procedures (including those covering requests for information and operating the publication scheme) | Website/electronic/hard copy Website/electronic/hard copy | |
| Subject Access Requests Policy | Website/electronic/hard copy | 10p |
| Records Management Policies (records retention, destruction and archive) | Website/electronic/hard copy | 10p |
| Data Protection Policies | Website/electronic/hard copy | 10p |
| Schedule of charges (for the publication of information) | Website/electronic/hard copy | 10p |
| | | |
| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | Hard copy/website;(some information may only be available by inspection) | 10p |
| Assets Register | Electronic/hard copy/website and year-end accounts | 10p |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Electronic/hard copy | 10p |
| Register of members' interests | Winchester City Council website/website | |
| Register of gifts and hospitality | Hard copy/electronic | 10p |
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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/website; (some information may only be available by inspection) | 10p |
| Current information only | | |
| Parks, playing fields and recreational facilities | Website/hard copy/electronic | 10p |
| Seating, litter bins, clocks, memorials and lighting | Hard copy/electronic/in minutes | 10p |



OWSLEBURY & MORESTEAD PARISH COUNCIL

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| Bus shelters | Hard copy/electronic/in minutes | 10p |
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| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |

Contact details:

The Parish Clerk, Owslebury & Morestead Parish Council, PO Box 783, Winchester, Hants.
SO23 3RD.

clerk@owslebury-pc.gov.uk

Tel: 07869 814452

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost* |
| | Photocopying @ 10p per sheet (colour) | Actual cost* |
| | | |
| | Postage At cost | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | As per the relevant legislation (quote the actual statute) |

* the actual cost incurred by the public authority