



North Horsham Parish Council

PUBLICATION SCHEME

Prepared using the SALC Model scheme January 2018.

Reviewed July 2020 using the Information Commissioner's Office website www.ico.gov.uk.

1. Introduction

The Freedom of Information Act 2000 provides rights of public access to information held by public bodies. Further information is available from the Information Commissioner's Office at www.ico.gov.uk

2. Information available

The following information is available from North Horsham Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information 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 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.

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)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
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)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost

Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Meeting of Electors	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	Disbursement cost

<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Data protection Policies	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy Website	Disbursement cost
Asset Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy Website	Free of charge
Burial grounds (North Horsham Parish Council owns part of Roffey Cemetery with Horsham District Council (HDC) but HDC is responsible for its running and maintenance)	Hard copy Website	Free of charge
Community centres	Hard copy Website	Free of charge
Parks, playing fields and recreational facilities	Hard copy Website	Free of charge
Seating, litter bins and lighting	Hard copy Website	Free of charge
Bus shelters	Hard copy Website	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Web site	Disbursement cost

3. How to access information

Information can be obtained:-

- on the Parish Council website www.northhorsham-pc.gov.uk
- By e-mail to the Clerk – parish.clerk@northhorsham-pc.gov.uk
- By writing to the Clerk for hard copies at:-

North Horsham Parish Council Offices
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

- By telephone 01403 750786
- Some information may only be available for inspection at the Parish Council Office during Office hours (usually Monday to Friday 9.00am - 5.00pm) and by making a prior appointment.

4. Charges

- 4.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 4.2 Charges made by the authority for routinely publishes material will be justified and transparent and kept to a minimum.
- 4.3 Charges will be made for actual disbursements incurred such as photocopying (**10p per A4 sheet**), postage and package (**actual cost of Royal Mail second class postage rates**) and costs directly incurred as a result of viewing information.
- 4.4 If a charge is to be made, confirmation of payment will be given before the information is provided.
- 4.5 Payment may be requested prior to provision of the information.
- 4.6 No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12). In certain cases the public authority is not obliged to comply with a request for **information** if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Freedom of Information Act 2000 s69), if it is vexatious or if the request repeats a previous request from the same person. Current details of this are available on the ICO website www.ico.gov.uk

5. If a request for information has not been resolved satisfactorily;

- 5.1 If the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.
- 5.2 To register a complaint, follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.

- 5.3 If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:-

Website:- www.ico.gov.uk

Telephone:- 0303 123 1113

Postal Address:-

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5 AF

6. Scheme adoption and review

6.1 The Publication Scheme was first adopted on 13th November 2008.

6.2 The Publication Scheme was last reviewed July 2022

6.3 The Scheme will be reviewed before July 2024.