



Freedom of Information Policy

Full Council Approved: February 2024
Reviewed: Oct 2017, Oct 2020, Feb 2024
Due for Review: February 2027

Information available from Fleet Town Council under the model publication scheme

This policy details the information available from Fleet Town Council as recommended by the Information Commissioner's Office (ICO) to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the Town Council or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Fleet Town Council look to provide as much information as possible on a routine basis.

Fleet Town Council have a timeframe for responding to Freedom of Information requests of 20 working days.

Publishing datasets for re-use

Fleet Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, Fleet Town Council must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Fleet Town Council is the only owner, Fleet Town Council will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

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). This will be current information only.		
Who's who on the Council and its Committees	Website	Nil
Contact details for Executive Officer and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
Constitutional and Legal Governance	Website / Hard Copy	Nil / 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). Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil
Financial Regulations and Standing Orders	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil
Procurement	Website	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews). Current and previous year as a minimum.</p>		
Annual Report to Town Meeting (current and previous year as a minimum)	Website / Hard Copy	Nil / 50p per sheet
Quality status	n/a	
<p>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). Current and previous council year as a minimum.</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as confidential to the meeting.	Website	Nil
Responses to consultation papers (as part of meeting minutes)	Website	Nil
Responses to planning applications (as part of meeting minutes)	Website	Nil
Bye-laws	Website	Nil
<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.</p>		

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Nil
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services (hard copy only). 	Hard copy	50p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • 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) • Cemetery – Rules and Regulations • Control and Management of Contractors Policy 	Website	Nil
Records management policies (records retention, destruction and archive)	Hard Copy	50p per sheet
Data protection policies	Website	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority). Currently maintained lists and registers only. Some information may only be available by inspection.</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	50p per sheet
Assets register	Website	Nil
Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
<p>Class 7 – The services we offer (Information about the services we offer, leaflets, advice and guidance, transactions, media releases and newsletters produced for the public and businesses). Current information only. Some information may only be available by inspection.</p>		
Burial grounds / Cemetery.	Website / Hard copy	Nil / 50p per sheet
Community centres, pavilions and community/entertainment venues/spaces for hire	Website	Nil
Parks, playing fields/pitches, and recreational facilities	Website	Nil
Seating, litter bins, War Memorials, festive lighting, floral displays	Website	Nil
Services for which the council is entitled to recover a fee, with those fees (e.g. burial fees)	Website	Nil
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Finance and Risk Register	Hard Copy	50p per sheet
Safety inspection records	Hard copy	50p per sheet

Contact details:

Rochelle Halliday; Executive.officer@fleet-tc.gov.uk

01252 625246

Schedule of Charges

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

Anybody without internet access can view a paper copy of certain documents in the Council office.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	Website	Nil charge
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Cost of paper, photocopy, electricity and staff hours
	Photocopying @ 50p per sheet (colour)	Cost of paper, photocopy, electricity and staff hours
	Postage – variable	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	None identified	