

## Publication Scheme

Full Council Approved: 2<sup>nd</sup> October 2024

Due for Review: 2<sup>nd</sup> October 2027

### Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It will be valid until further notice.

This publication scheme commits Fleet Town 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 Fleet Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Fleet Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by Fleet Town 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 scheme.
- 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 Fleet Town Council makes available under this scheme.
- 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 Fleet Town Council that has been requested, and any updated versions it holds, unless Fleet Town Council 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 Fleet Town Council 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**

- 1. Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7. 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 scheme will be made available**

Fleet Town Council has indicated clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Fleet Town Council, 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, Fleet Town Council has indicated 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 have been 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 scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Fleet Town Council for routinely published material will be justified and transparent and kept to a minimum.

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 Fleet Town Council.

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 Fleet Town 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.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (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 (Standing Orders & Financial Regulations)	Website	Nil
<b>Class 2 – What we spend and how we spend it</b> (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
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><b>Class 3 – What our priorities are and how we are doing</b>  (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)	Hard Copy	50p per sheet
Vision Statement	Website	Nil
<p><b>Class 4 – How we make decisions</b>  (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

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Nil
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (hard copy only).</li> </ul>	Hard copy	50p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Cemetery – Rules and Regulations</li> <li>• Control and Management of Contractors Policy</li> </ul>	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Privacy policy	Website	Nil

Information to be published	How the information can be obtained	Cost
<p><b>Class 6 – Lists and Registers</b>            (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
Burials register	Hard copy	50p per sheet
Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
<p><b>Class 7 – The services we offer</b>            (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><b>Additional Information</b>            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:**

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
	Website	Nil charge
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None identified	