

FREEDOM OF INFORMATION ACT

Information available from Rogate Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|----------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (Hard copy and/or website/email) Hard copy | 10p per copied sheet |
| Who's who on the Council and its Committees | Hard copy | 10p per copied sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy | 10p per copied sheet |
| Location of main Council office and accessibility details | Hard copy | 10p per copied sheet |
| Staffing structure | Hard copy | 10p per copied 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 | (Hard copy and/or website/email) Hard copy | 10p per copied sheet |
| Annual return form and report by auditor | Hard copy | 10p per copied sheet |

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| Finalised budget | Hard copy | 10p per copied sheet |
| Precept | Hard copy | 10p per copied sheet |
| Borrowing Approval letter | Hard copy | 10p per copied sheet |
| Financial Standing Orders and Regulations | Hard copy | 10p per copied sheet |
| Grants given and received | Hard copy | 10p per copied sheet |
| List of current contracts awarded and value of contract | Hard copy | 10p per copied sheet |
| Members' allowances and expenses | Hard copy | 10p per copied sheet |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (Hard copy or website) | 10p per copied sheet |
| Parish Plan (current and previous year as a minimum) | Hard copy (Business plan) | 10p per copied sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy | 10p per copied sheet |
| Quality status | Hard copy | 10p per copied sheet |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy | 10p per copied sheet |

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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 | (Hard copy or website) Hard copy | 10p per copied sheet |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy | 10p per copied sheet |
| Agendas of meetings (as above) | Hard copy | 10p per copied sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy | 10p per copied sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy | 10p per copied sheet |
| Responses to consultation papers | Hard copy | 10p per copied sheet |
| Responses to planning applications | Hard copy | 10p per copied sheet |
| Bye-laws | N/A | |

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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 | (Hard copy or website) Hard copy | 10p per copied sheet |
| 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 | Hard copy | 10p per copied sheet |

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| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • 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) | Hard copy | 10p per copied sheet |
| Information security policy | Hard copy | 10p per copied sheet |
| Records management policies (records retention, destruction and archive) | Hard copy | 10p per copied sheet |
| Data protection policies | Hard copy | 10p per copied sheet |
| Schedule of charges (for the publication of information) | Hard copy | 10p per copied sheet |

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| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy | 10p per copied sheet |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice) | Hard copy | 10p per copied sheet |
| Assets Register | Hard copy | 10p per copied sheet |
| 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) | Hard copy | 10p per copied sheet |

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| Register of members' interests | Hard copy | 10p per copied sheet |
| Register of gifts and hospitality | Hard copy | 10p per copied sheet |

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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) Current information only | Hard copy | 10p per copied sheet |
| Allotments | Hard copy | 10p per copied sheet |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | Hard copy | 10p per copied sheet |
| Parks, playing fields and recreational facilities | Hard copy | 10p per copied sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | 10p per copied sheet |
| Bus shelters | N/A | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy | 10p per copied sheet |

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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

Parish Clerk – Debbie Harknett, 10 Barnside Way, Liss, Hampshire GU33 7LN
 Tel: 01730 300576 email – clerk@rogateparishcouncil.gov.uk

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 (black & white) | *LOCAL COMMERCIAL CHARGE |
| | Photocopying @ ..p per (colour) NOT AVAILABLE ON SITE | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

* the actual cost incurred by the public authority