



PUBLICATION SCHEME

Information available from Odiham Parish Council under the Publication Scheme

Under the Freedom of Information Act 2000 (section 19), Odiham Parish Council is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. This Public Scheme is drafted using the Information Commissioner's model template.

Odiham Parish Council uses the following means to make the information available:

- On the Council's website www.odihamparishcouncil.gov.uk
- By email, upon request to the Parish Clerk.
- A paper copy, upon request to the Parish Clerk.
- Physical inspection, upon request and subject to prior arrangements with the Parish Clerk.

Requested information will be made available unless:

- Odiham Parish Council does 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 public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

Information to be published	How the information can be obtained	Cost per sheet
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website By email Hard copy	Nil Nil 10p
Who's who on the Council and its Committees	Website By email Hard copy	Nil Nil 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website By email Hard copy	Nil Nil 10p
Location of main Council office and accessibility details	Website By email Hard copy	Nil Nil 10p
Staffing structure	Website By email Hard copy	Nil Nil 10p
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	Website By email Hard copy	Nil Nil 10p
Annual return form and report by auditor	Website By email	Nil Nil



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	Hard copy	10p
Finalised budget	Website By email Hard copy	Nil Nil 10p
Precept	Website By email Hard copy	Nil Nil 10p
Financial Standing Orders and Regulations	Website By email Hard copy	Nil Nil 10p
Grants given and received	Website By email Hard copy	Nil Nil 10p
List of current contracts awarded and value of contract	Website By email Hard copy	Nil Nil 10p
Members' expenses	Website By email Hard copy	Nil Nil 10p
Class 3 – What our priorities are and how we are doing Strategic Plan	Website By email Hard copy	Nil Nil 10p
Neighbourhood Plan	Website By email Hard copy	Nil Nil £4 total



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Annual Report to Annual Parish Meeting	Website By email Hard copy	Nil Nil £4 total
Parish Newsletter	Website By email Hard copy	Nil Nil Nil
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website By email Hard copy	Nil Nil 10p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website By email Hard copy	Nil Nil 10p
Agendas of meetings (as above)	Website By email Parish Noticeboards Hard copy	Nil Nil Nil 10p
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Responses to consultation papers	Website (OPC or external) By email Hard copy	Nil Nil 10p
Responses to planning applications	Website (OPC or external) By email Hard copy	Nil Nil 10p
Bye-laws	Email Hard Copy	Nil 10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website By email Hard copy	Nil Nil 10p
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website By email Hard copy	Nil Nil 10p



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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Scheme of delegation Equality and diversity policy – N/A Health and safety policy Policies and procedures for handling requests for information Staff Vacancies Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
Privacy Statements	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
Records management policies (records retention, destruction and archive)	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
Data protection policies	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
Schedule of charges (for the publication of information)	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Website Hard copy (some information may only be available by inspection)</p>	<p>Nil 10p</p>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Physical inspection by appointment	Nil
Assets register	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
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)	N/A	
Register of members' interests	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>
Register of gifts and hospitality (if any)	<p>By email Hard copy</p>	<p>Nil 10p</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>Website By email Hard copy</p>	<p>Nil Nil 10p</p>



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Allotments	Website By email Hard copy	Nil Nil 10p
Burial grounds	Website By email Hard copy (some information may only be available by inspection)	Nil Nil 10p
Parks, playing fields and recreational facilities	Website By email Hard copy	Nil Nil 10p
Public conveniences	Website By email Hard copy	Nil Nil 10p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website By email Hard copy	Nil Nil 10p

Contact details:

Parish Clerk clerk@odihamparishcouncil.gov.uk
 The Bridewell
 The Bury
 Odiham
 Hampshire
 RG29 1NB
 Tel: 01256 702716

SCHEDULE OF CHARGES

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	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Staff time, where the request is considered to exceed 7.5 hours of staff time.	In accordance with Section 9 of the FOI Act a fee maybe charged for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests. These charges are currently defined as two elements, prescribed costs and disbursements.