

Reviewed and adopted by the Policy and Finance Committee dated 16th November 2020 under minute 30.

INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk Publication Scheme.

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Haywards Heath Town Council refreshed and adopted the generic model publication scheme adopted in 2007 and (refreshed) at their Council meeting on 17th January 2011. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public. Freedom of Information Requests and the Publication Scheme It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits to the Town Hall where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

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This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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

The scheme commits an authority:

- 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 the authority 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 the authority 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.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, 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, a public authority will indicate 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 will be 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.

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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 the authority 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.

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 a public authority 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.

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Information available from Haywards Heath Town 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, structure, location and contacts. This will be current information only | | |
| Who's who on the Council and its Committees | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address. | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Location of main Council office and accessibility details | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Staffing structure | Hard copy, by PDF email and website. | 8p per sheet if printed |
| | | |
| 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. | | |
| Annual return form and report by auditor | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Finalised budget | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Precept | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Borrowing Approval letter | N/A at the present time | |
| Financial Standing Orders and Regulations | Hard copy, by PDF email and website. | 8p per sheet if printed |

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| Grants given and received | Hard copy, by PDF email and website. | 8p per sheet if printed |
| List of current contracts awarded and value of contract | Hard Copy | 8p per sheet |
| Members' allowances and expenses | Hard copy, by PDF email and website. | 8p per sheet if printed |
| General Data Protection Regulation Policies Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Parish Plan – Destination Haywards Heath | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Haywards Heath Neighbourhood Plan | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Local charters drawn up in accordance with DCLG guidelines | N/A | N/A |
| | | |
| Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous council year. | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy and website | 11p per sheet (Colour) |
| Agendas of meetings (as above) | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting. | Hard copy and by PDF email. | 8p per sheet if printed |
| Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting. | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Responses to consultation papers | Hard copy and by PDF email. | 8p per sheet if printed |

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| Responses to planning applications | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Bye-laws | N/A | N/A |
| | | |
| Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only | Hard copy and website | 8p per sheet |
| 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 | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Policies and procedures for the provision of services and about the employment of staff: 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, by PDF email and website. | 8p per sheet if printed |
| Information security policy | Hard copy | 8p per sheet |
| Records management policies (records retention, destruction and archive) | Hard copy | 8p per sheet |
| Data protection policies | Hard copy, by PDF email and website. | 8p per sheet if printed |

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| Schedule of charges (for the publication of information) | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Assets Register | Hard copy on inspection | 8p per 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) | | 8p per sheet |
| Register of members' interests | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Register of gifts and hospitality | Hard copy, by PDF email and website. | 8p per sheet if printed |
| 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 | | |
| Allotments | Hard copy on inspection | 8p per sheet |
| Burial grounds and closed churchyards | Hard copy on inspection | 8p per sheet |
| Parks, playing fields and recreational facilities | N/A | N/A |
| Seating, litter bins, clocks, memorials and lighting | Hard copy on inspection | 8p per sheet |
| Bus shelters | Hard copy on inspection | 8p per sheet |
| Public conveniences | N/A | N/A |
| Agency agreements | Hard copy on inspection | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees. | Hard copy on inspection | 8p per sheet |
| Environment Framework and Policies | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Muster Green Management Plan | Hard copy, by PDF email and website. | 8p per sheet if printed |
| Winter Management Plan | Hard copy, by PDF email and website. | 8p per sheet if printed |

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| Additional Information | | |
| Town Council Newsletter | Hard copy and website | Free of Charge |
| Town Guide | Hard copy and website | Free of Charge |
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Contact details: Website www.haywardsheath.gov.uk Email: townclerk@haywardsheath.gov.uk

Steven Trice - Town Clerk
Haywards Heath Town Council
Town Hall
Boltro Road
Haywards Heath
RH16 1BA
Tel: (01444) 455694

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 @ 8p per sheet (black & white) | Actual cost * |
| | Photocopying @ 13p per sheet (colour) | Actual cost* |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class* |
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| Statutory Fee | None | |
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| Other | None | |
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* The actual cost incurred by the public authority.

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