

Information available from Kings Worthy Parish Council under model publication scheme

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)	(Hard copy [includes email] or website)	
List of Council members and their responsibilities as well a list of Council Committees	Website Hard Copy	Free 1p per A4 sheet
Details of any representation on local public bodies	N/A	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Via Email (Councillor contact details only with their consent) Hard Copy (as above)	Free 1p per A4 sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 1p per A4 sheet
Staffing structure	Website Hard Copy	Free 1p per A4 sheet

Information to be published	How the information can be obtained	Cost
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(Hard copy or website)</p>	
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website Hard Copy</p>	<p>Free 1p per A4 sheet</p>
<p>Finalised budget (included in accounts)</p>	<p>Website Hard Copy</p>	<p>Free 1p per A4 sheet</p>
<p>Precept (included in accounts and minutes)</p>	<p>Website Hard Copy</p>	<p>Free 1p per A4 sheet</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p>N/A</p>
<p>All items of expenditure above £100.00 (included in minutes and published procurement information)</p>	<p>Website Hard Copy</p>	<p>Free 1p per A4 sheet</p>

Financial Standing Orders and Regulations	Website Hard Copy	Free 1p per A4 sheet
Grants given and received	Website (Via our grant register, minutes or accounts) Hard Copy	Free 1p per A4 sheet
List of current contracts awarded and value of contract	Website (see Procurement Information page) Hard Copy	Free 1p per A4 sheet
Members' allowances and expenses	N/A	N/A

Information to be published	How the information can be obtained	Cost
<p>Class 3 - What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(Hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website – Council Finance page Hard Copy	Free 1p per A4 sheet
Parish Plan	Website Hard Copy	Free 1p per A4 sheet
Annual Report to Parish or Community Meeting (included in the APM minutes)	Website Hard Copy	Free 1p per A4 sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	Hard Copy – CCTV data protection impact assessment	1p per A4 sheet

Assessment, Equality Impact Assessments etc), as appropriate and relevant		
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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)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) – Replaced on website by agenda & minutes once meeting has occurred.	Website Hard Copy	Free 1p per A4 sheet
Agendas of meetings (as above)	Website Hard Copy	Free 1p per A4 sheet
Minutes of meetings (as above) – excludes material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 1p per A4 sheet

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 1p per A4 sheet
Responses to consultation papers	Website Hard Copy	Free 1p per A4 sheet
Responses to planning applications	Website (WCC Planning website) and included in our Planning & Highways committee minutes Hard Copy	Free 1p per A4 sheet
Byelaws	Website Hard Copy	Free 1p per A4 sheet

Information to be published	How the information can be obtained	Cost
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)	
<u>Policies and procedures for the conduct of Council business:</u>	Website or Hard Copy (all)	Free 1p per A4 sheet

<p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>		
<p><u>Policies and procedures for the provision of services and about the employment of staff:</u></p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies and details of current vacancies</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy</p> <p>N/A</p> <p>N/A</p> <p>Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>1p per A4 sheet</p> <p></p> <p></p> <p>Free</p> <p>1p per A4 sheet</p> <p>1p per A4 sheet</p> <p>1p per A4 sheet</p>

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website (all) Hard copy (all)	Free 1p per A4 sheet
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Information to be published	How the information can be obtained	Cost
Class 6 - Lists and Registers Currently maintained lists and registers only.	(Website, Email or Hard Copy)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Burial Register entries – hard copy (basic available information only). The fee for a full search of the burial records can be found on our website.	1p per A4 sheet
Assets register, including details of public land and building assets	Website Hard copy	Free 1p per A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	N/A

Register of members' interests	Winchester City Council website	N/A
Register of gifts and hospitality	Winchester City Council website	N/A

Information to be published	How the information can be obtained	Cost
<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)</p> <p>Current information only</p>	(Hard copy or website)	
Allotments	Website Hard Copy	Free 1p per A4 sheet
Burial grounds and closed churchyards	Website Hard Copy	Free 1p per A4 sheet
Community centres and village halls	Website Hard Copy	Free 1p per A4 sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 1p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	1p per A4 sheet

Bus shelters	Hard Copy	1p per A4 sheet
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees & open space and football pitch fees)	Website Hard Copy	Free 1p per A4 sheet

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 @ 1p per sheet (black & white)	Actual Cost (paper + printing cost only)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		