



FREEDOM OF INFORMATION POLICY

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Fleet Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Fleet Town Council is made readily available to the public , either free of charge or on payment.

The information maintained by the Fleet Town Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

For clarity,

- mandatory documents are shown in **bold** to distinguish them from optional documents of available information

Information is available for inspection at the Fleet Town Council Offices, The Harlington, Fleet Road, Fleet, GU51 4BY, (excluding Bank Holidays) from 10 am to 4 pm, Monday to Friday. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas in three parts for the Town Councillors to receive information and to make decisions: the agenda itself, the supporting documents, and the supporting documents for confidential items. The agenda is discussed in public and it is the Town Council's view that any papers attached to the agenda through this routine administrative process are also available to persons requesting information under the Freedom of Information Act 2000.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000.

The agenda and public minutes are available on the Fleet Town Council's website as far as practicable.

INFORMATION AVAILABLE

1. Council Internal Practice and Procedure

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|--|
| Agendas, minutes, reports and supporting papers of all Council and committee meetings* | Town Council offices | No fee for current meetings 50 pence/page for past meetings |
| Standing Orders | Town Council Offices | 50 pence/page |
| Council Annual Report to Town Meeting | Town Council Offices | 50 pence/page |
| Terms of reference of Fleet Town Council's committees | Town Council Offices | 50 pence/page |

*Note : Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

2. Code of Conduct

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|-----------------|
| Members' Declaration of Acceptance of Office | Town Council Offices | 50 pence/page |
| Members' Register of Interests | Town Council Offices | Inspection only |
| Register of Gift's Book | Town Council Offices | Inspection only |

3. Periodic Electoral Review

This information relates to changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|---------------|
| Information relating to the last periodic Electoral Review of the Council | Town Council Offices | 50 pence/page |
| Information relating to the latest boundary review of the Council area | Town Council Offices | 50 pence/page |

Note: The public are reminded that detailed information is available from Hampshire County Council and Hart District Council as appropriate.

4. Employment Practice and Procedure

| Document | Where to source Information | Fee/charges |
|--|-----------------------------|-----------------|
| Terms and conditions of employment | Town Council Offices | Inspection only |
| Job descriptions/Key performance areas | Town Council Offices | 50 pence/page |
| All Employment Policies approved by the Town Council | Town Council Offices | 50 pence/page |
| Staffing structure | Town Council Offices | 50 pence/page |

Note: Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

5. Planning Documents

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|---------------|
| Responses to planning applications | Town Council Offices | 50 pence/page |
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Note: Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning authority (Hart District Council) and/or highway authority (Hampshire County Council) respectively.

6. Audit and Accounts

| Document | Where to source Information | Fee/charges |
|--|------------------------------|-----------------|
| Annual return form | Town Council Offices/website | 50 pence/page |
| Annual statutory report by auditor(internal & external) | Town Council Offices | Inspection only |
| Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year | Town Council Offices | Inspection only |
| Precept request – limited to last financial year | Town Council Offices | 50 pence/page |
| VAT records – limited to last financial year | Town Council Offices | Inspection only |
| Financial Standing Orders and Regulations | Town Council Offices | Inspection only |
| Asset Register Including SINC management plans | Town Council Offices | Inspection only |

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| Risk Assessments and safety checks | Town Council Offices | Inspection only |
| Loan applications | Town Council Offices | Inspection only |
| Fees and charges applied by the Town Council | Town Council Offices | 50 pence/page |

Note: Exclusions – all commercially sensitive information e.g. quotations and tenders, loans documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

7. Development and Implementation of Policy

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|---------------|
| Policy statements issued by Fleet Town Council | Town Council Offices | 50 pence/page |
| Responses to consultation documents | Town Council Offices | 50 pence/page |
| Analysis of responses received to public consultations by the council | Town Council Offices | 50 pence/page |
| Complaints handling procedure | Town Council Offices | 50 pence/page |

Note: Exclusions – Good Practice/Advice Circulars issued by The National Association of Local Council and the Society of Local Council Clerks on the basis that these are member subscribing organisations.

8. Byelaws

| Document | Where to source Information | Fee/charges |
|--|-----------------------------|---------------|
| Fleet Town Council bye-laws on parks and open spaces | Town Council Offices | 50 pence/page |

9. Council circulars/newsletters/publications/grants

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|-------------|
| Grant application policy and grant application forms. | Fleet Town Council website | No fee |
| Fleet Town Council newsletter and What's on at the Harlington | Town Council Offices | No fee |

10. Tourist Information

Note: relates only to information provided by Fleet Town Council.

| Document | Where to source Information | Fee/charges |
|---|-----------------------------|-------------|
| General tourist information published by the Town Council | Town Council Offices | No fee |

11. Burial grounds/cemeteries

| Document | Where to source | Fee/charges |
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|---|----------------------|-----------------|
| | Information | |
| Plans of Fleet Town Council owned cemetery | Town Council Offices | Inspection only |
| Regulations for the Management of Fleet Town Council cemeteries, and for the public | Town Council Offices | No fee |

Note: Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.