



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

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

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.