

Fawkham Parish Council Publication Scheme

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council are subject to statutory notice being given on notice boards and the website. All formal meetings are open to the public and press. The Council welcomes public participation and has a public participation session on each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its website.

Occasionally, Council may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) - this will be current information only	Hard copy and website or via email if practicable
Who's Who on the Council	Website
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	Hard copy
Annual return form and report by auditor	Hard copy and website
Finalised budget	Hard copy
Precept	Website
Financial Regulations	Hard copy and website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Neighbourhood Plan (when published)	Website
Annual Report to Parish Meeting (current and previous year as a minimum)	Website
Action plan (July 2020)	Website
Highways Improvement Plan	Hardcopy
Class 4 – How we make decisions (Decision making processes and records of decisions) - current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website

Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and SDC's website
Terms of Reference: Delegated Authority to Clerk in relation to planning applications	Hard copy and website
List of planning applications responded to via Delegated Authority	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only	
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy and website
Code of Conduct	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:	
Employment policies (including current vacancies): <ul style="list-style-type: none"> • Antbullying & Harrassment Policy • Grievance Policy • Disciplinary Policy 	Hard copy and website Hard copy and website Hard copy and website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website
Social Media Policy	Hard copy and website
Document Retention Policy (records retention, destruction and archive)	Hard copy and website
Data protection policies	Hard copy and website
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy and website
Register of members' interests	Website

Risk Register	Hard copy and website
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	(hard copy or website; some information may only be available by inspection)
Seating and litter bins etc. – please see asset register.	Hard copy and website

Contact details:

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SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the parish of Fawkham
- (ii) Multiple copies of any available document will be supplied to any resident within the parish of Fawkham on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the parish of Fawkham or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage