

Hockley Heath Parish Council Freedom of Information Publication Scheme

This policy was reviewed and adopted by Hockley Heath Parish Council on 15th January 2026 / Minute Ref. 191/25.1

Freedom of Information Act

This publication scheme is based upon the model publication scheme prepared and approved by the Information Commissioner's Office. The Freedom of Information Act requires every public authority to have a publication scheme, and details Hockley Heath Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and most of the information is available on the Parish Council's website at www.hockleyheathparishcouncil.gov.uk. The Council charges for producing printed copies of this information and these are published towards the end of this document. The same information can be requested by phone, email or post from the Clerk; contact details for the Parish Clerk are displayed at the foot of this document.

Information to be Published	How the information can be obtained
<u>Class 1 – Who we are and what we do</u>	
Who's who on the council	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Contact details for the Parish Clerk and Council members	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Location of main council office and accessibility details	The council does not have a dedicated office. Contact with the council should be made through the Clerk and office hours are 8.30am to 12.45pm Monday to Friday.
Committees	Please contact the Parish Clerk
Staffing Structure	The council currently only has one employee, the Parish Clerk/Responsible Financial Officer, who works part-time hours.

Contact details: Clare Wood, Parish Clerk, Hockley Heath Parish Council, The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH. Email: clerk@hockleyheathparishcouncil.gov.uk or telephone 07591 954002.

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<u>Class 2 – What we spend and how we spend it</u>	
Annual return form and report by auditor	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Finalised budget	Please contact the Parish Clerk
Precept	Please contact the Parish Clerk
Borrowings	No current borrowings
Financial Regulations	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Grants given and received	Please contact the Parish Clerk / minutes will also include this information
List of current contracts awarded and value of contract	Please contact the Parish Clerk / minutes will also include this information
Members allowances and expenses	One current elected Parish Councillor has chosen to accept an allowance. Please contact the Parish Clerk for further details. www.hockleyheathparishcouncil.gov.uk / Parish Clerk
<u>Class 3 – What our priorities are and how we are doing</u>	
Neighbourhood Development Plan	Development of the Neighbourhood Plan is on hold due to a lack of volunteers and uncertainty with funding, documents prepared to date are available at www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Annual Report to Parish	www.hockleyheathparishcouncil.gov.uk / Parish Clerk

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Quality status	Hockley Heath has not applied for this status
<u>Class 4 – How we make decisions</u>	
Timetable of meetings	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Agendas of meetings	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Minutes of meetings (<i>not including any information that has been deemed as private to the meeting</i>)	www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Reports presented to council meetings <i>N.B. this will exclude info that is properly regarded as private to the meeting</i>	Included as part of the Minutes of the meeting or as an attachment www.hockleyheathparishcouncil.gov.uk Clerk
Responses to consultation papers	Please contact the Parish Clerk
Responses to planning Applications	Solihull MBC hold record of all responses to planning applications www.solihull.gov.uk or see HHPC minutes on the Parish Council website
Bye Laws	N/A – HHPC has not passed any bye laws
<u>Class 5 – Our policies and procedures</u>	
Policies and procedures for the conduct of council business: • Procedural Standing Orders	www.hockleyheathparishcouncil.gov.uk / Parish Clerk Please contact the Parish Clerk

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• Committee and sub committees' terms of reference • Delegated authority in respect of the Clerk • Members Code of Conduct	www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk
Policies and procedures for the provision of services and about the employment of staff: • Complaints Procedure • Data Protection Policy • Disciplinary and Grievance Policy • Equality and Diversity policy • Freedom of Information Policy • Health and Safety Policy • Lone Workers Policy • Risk Assessments • Social Media Policy • Training and Development Policy • Whistle Blowing Policy	www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk www.hockleyheathparishcouncil.gov.uk / Parish Clerk
<u>Class 6 - Lists and Registers</u>	
Assets Register	Please contact the Parish Clerk
Register of Members Disclosable Pecuniary Interests	www.solihull.gov.uk
Register of gifts and hospitality	www.solihull.gov.uk

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<u>Class 7 – The services we currently offer</u>	
Christmas lighting	Please contact the Parish Clerk
Dog Bag dispenser at the Recreation Ground	Please contact the Parish Clerk
Litter bins in the recreation ground	Please contact the Parish Clerk
Notice boards	Please contact the Parish Clerk
Park benches in the recreation ground	Please contact the Parish Clerk
Pavilion	The Pavilion is operated by Hockley Heath Parish Council, please contact the Parish Clerk
Recreation Ground – including car park, gates, playing field, football pitches, children’s play area, MUGA, and shelter	Hockley Heath Recreation Ground is operated by Hockley Heath Parish Council, please contact the Parish Clerk
Woodland and ‘BMX’ area	Please contact the Parish Clerk

Charges for Information Published under this Scheme

Material which is published on the Parish Council’s website can be accessed free of charge. The following charges may be applied for the printing and posting of documents:

- Printing and photocopying – 10p per sheet or 20p per colour sheet
- Postage – actual cost incurred
- Packaging – 5p small envelope, 10p A5 envelope and 20p A4 envelope

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