

WOLSTON PARISH COUNCIL

PUBLICATION SCHEME

Rev 1

November 2012



Wolston Parish Council Publication Scheme

PREAMBLE: FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME

Wolston Parish Council has adopted, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in accordance with Section 20 of the Freedom of Information Act 2000 for Local Councils. Wolston Parish Council will publish information in accordance with that Scheme.

If you require a paper version of any information, or wish to ask whether the information you seek is available, please contact the Clerk by telephone, email, letter or in person at the PC office.

The Freedom of Information Act 2000 requires the Parish Council to respond with the information requested within 20 working days from receipt of a written request, or to supply reasons for a refusal.

Exempt Material: Personal information in relation to Councillors (other than information required to be declared in the Register of Interests), Personal Information in regard to employees and Tenders and Bids from contractors and suppliers. Note that the legislation on Data Protection prohibits the publication of certain categories of information.

The Parish Council is responsible for maintenance of this scheme, which was approved and adopted on 1st November 2012, Minute 2102/115

Contact Details:

email: clerk.wolstonpc@wolston.me.uk

'phone: 024 7654 5515

Address: Clerk, Wolston Parish Council, 2 Main Street, Wolston CV8 3HJ

Website: <http://www.wolstonvillage.co.uk/> then select the 'Contact Wolston PC' shortcut.

Wolston Parish Council Publication Scheme

CONTENTS

| | |
|--|---|
| 1. Introduction: what a publication scheme is and why it has been developed..... | 5 |
| 2. Classes of information | 5 |
| 3. The method by which information published under this scheme will be made available..... | 6 |
| 4. Charges which may be made for information published under this scheme..... | 6 |
| 5. Written Requests | 7 |
| 6. Contact details..... | 7 |
| Information available from Wolston Parish Council under the Model Publication Scheme | 8 |

Wolston Parish Council Publication Scheme

This page is intentionally blank

Wolston Parish Council

Publication Scheme

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Wolston Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Wolston Parish Council.

The scheme commits Wolston Parish Council:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Wolston Parish Council and falls within the classifications below;

- To specify the information which is held by Wolston Parish Council and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information Wolston Parish Council makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public.

2. CLASSES OF INFORMATION

2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Wolston Parish Council

Publication Scheme

2.7 The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Wolston Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Wolston Parish Council, information will be provided on the Parish Council pages of the Wolston Village website www.wolstonvillage.co.uk. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Wolston Parish Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, and they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Wolston Parish Council Publication Scheme

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. WRITTEN REQUESTS

Information held by Wolston Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. CONTACT DETAILS

If you require a paper version of any information, or want to ask whether information is available please contact the Clerk by telephone, email, letter or in person at the Parish Council office. If the information you are looking for is not available via the scheme, and is not on our website, you can still contact Wolston Parish Council to ask if we have it.

Contact Details:

email: clerk.wolstonpc@wolston.me.uk

'phone: 024 7654 5515

Address: Clerk, Wolston Parish Council, 2 Main Street, Wolston CV8 3HJ

Website: <http://www.wolstonvillage.co.uk/> then select the '**Contact Wolston PC**' shortcut

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

Wolston Parish Council Publication Scheme

INFORMATION AVAILABLE FROM WOLSTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| Information to be published | How the information can be obtained | Cost (Note 1) |
|--|---|--------------------------|
| Class1 - Who we are and what we do | | |
| Organisational information, structures, locations and contacts. (Note 2). N.B. Councils should already be publishing as much information as possible about how they can be contacted. | Hard copy Website | 5p/sheet Free |
| Who's who on the Council and its Committees | Website Email Hard Copy | Free Free 5p/sheet |
| Contact details for Parish Council Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Email Hard Copy | Free Free 5p/sheet |
| Location of main Council office and accessibility details | Wolston Parish Council 2 Main Street Wolston CV8 3HJ 02476 545515 By appointment. The office is upstairs but the Clerk can arrange to meet you in a private 'access friendly' office downstairs. | |
| Staffing structure | Email Hard Copy | Free 5p/sheet |
| 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 Website | 5p/sheet Free |
| Annual return form and report by auditor | Hard Copy email Website | £2 Free Free |

Wolston Parish Council Publication Scheme

| | | |
|---|--|----------------------------------|
| Finalised budget | Hard Copy email website | 5p/sheet Free Free |
| Precept | Hard Copy Website | 5p/sheet Free |
| Financial Standing Orders and Regulations | Hard Copy Email | 5p/sheet Free |
| Grants given and received | Hard Copy | 5p/sheet |
| List of current contracts awarded and value of contract | Hard Copy | 5p/sheet |
| Members allowances and expenses | Hard Copy | 5p/sheet |
| Class 3 - What our priorities are and how we are doing | | |
| Strategies and plans, performance indicators, audits, inspections and reviews | Hard copy Website | 5p/sheet Free |
| Parish Plan (current and previous year as a minimum) | Hard copy Website | 5p/sheet Free |
| Quality status | Hard copy Website | 5p/sheet Free |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy Website | 5p/sheet Free |
| Class 4 - How we make decisions | | |
| Decision making processes and records of decisions (Note 3) | Hard copy Website | 5p/sheet Free |
| Timetable of meetings (Council, any committee meetings and parish meetings) | Website Hard Copy Email | Free 5p/sheet Free |
| Agendas of meetings (as above) | Available 3 clear working days before meetings, on website and Parish Council Notice Boards Hard Copy Email Website | 5p/sheet Free Free |
| Minutes of meetings (as above) – <i>NB: this will exclude information that is properly regarded as private to the meeting.</i> | Website Hard Copy Email | Free 5p/sheet Free |
| Reports presented to council meetings – <i>NB: this will exclude information that is properly regarded as private to the meeting.</i> | Included in Minutes | |
| Responses to consultation papers | Included in Minutes Website | Free |

Wolston Parish Council Publication Scheme

| | | |
|---|---|--------------------------|
| | Hard Copy | 5p/sheet |
| Responses to planning applications | Included in Minutes Website Hard Copy | Free 5p/sheet |
| Bye-laws | Website Hard Copy | Free 5p/sheet |
| Class 5 - Our policies and procedures | | |
| Current written protocols, policies and procedures for delivering our services and responsibilities (Note 2) | Website Hard Copy | Free 5p/sheet |
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders | All: | All: |
| Committee and sub-committee Terms of Reference | Hard Copy Email | 5p/sheet Free |
| Delegated authority in respect of officers | Website | Free |
| Code of Conduct | | |
| Policy statements | | |
| Policies and Procedures for the provision of services and about the employment of staff | | |
| Internal policies relating to the delivery of services | All: | All: |
| Equality and Diversity Policy, Health and Safety Policy, Recruitment Policies (including current vacancies) | Hard Copy Email Website | 5p/sheet Free Free |
| Policies and procedures for handling requests for information | | |
| Complaints procedures (including those covering request for information and operating the publication scheme) | Hard Copy Email | 5p/sheet Free |
| Information Security Policy | Hard Copy Email | 5p/sheet Free |
| Records management policies (records retention, destruction and archive) | Hard Copy Email | 5p/sheet Free |
| Data protection policies | Hard Copy Email | 5p/sheet Free |
| Schedule of charges (for the publication of information) | See 'Schedule of Charges' below | |
| | | |

Wolston Parish Council Publication Scheme

| Class 6 - Lists and Registers | | |
|--|--|--------------------------|
| Currently maintained lists and registers only | Viewing by appointment Hard Copy Email | Free 5p/sheet Free |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Viewing by appointment Hard Copy Email | Free 5p/sheet Free |
| Assets Register | Hard Copy | 5p/sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Hard Copy | 5p/sheet |
| Register of members' interests | Hard Copy | 5p/sheet |
| Register of gifts and hospitality | Hard Copy | 5p/sheet |
| Class 7 - The services we offer | | |
| Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Note 2) | Hard copy Website Some information may only be available by inspection | 5p/sheet Free |
| Allotments | Hard Copy | 5p/sheet |
| Burial grounds and closed churchyards | Hard Copy Email | 5p/sheet Free |
| Community Centres and Village Halls | Hard Copy Email | 5p/sheet Free |
| Parks, playing fields and recreational facilities | Hard Copy Email | 5p/sheet Free |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy Email | 5p/sheet Free |
| Bus shelters | Hard Copy Email | 5p/sheet Free |
| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees. | Hardcopy Email | 5p/sheet Free |
| | | |
| | | |

Wolston Parish Council Publication Scheme

| Additional Information | | |
|--|--|---|
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Village Design Statement | Under development | Free |
| Village Plan | Website | Free |
| | Hard Copy | 5p/sheet |
| | Email | Free |
| Documents archived with WCC County Records Office | Please note that, in addition to the above, historical information regarding Wolston Parish Council is available for public viewing at Warwickshire County Records Office, Priory Park, Cape Road, Warwick CV34 4JS Tel: 01926 738959 Note: Before you travel check the opening hours here | The list of charges levied by the WCC CRO is available here |

Note 1: Unless otherwise specified, all charges relate to A4 size paper, printed single sided in black and white. For double sided A4 black and white add 50%, for A4 colour add 100%, for A4 colour double sided add 150% Costs for information printed at A3 size are double those for A4 size. N.B.: Colour refers to a significant amount of colour on the page; use of spot colours may be disregarded for price purposes .

Note 2: This will be current information only.

Note 3: Current and previous council year as a minimum

Contact Details:

email: clerk.wolstonpc@wolston.me.uk

'phone: 024 7654 5515

Address: Clerk, Wolston Parish Council, 2 Main Street, Wolston CV8 3HJ

Website: <http://www.wolstonvillage.co.uk/> then select the '**Contact Wolston PC**' shortcut

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the post of Clerk to the Parish Council is part time so correspondence may not be acknowledged straight away.

Wolston Parish Council Publication Scheme

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 @ 5p per A4 sheet (black & white) | Actual cost ** |
| | Photocopying @ 10p per A4 sheet (colour) | Actual cost ** |
| | Postage | Actual cost of Royal Mail standard 2 nd class, or 1 st class if requested. |
| Statutory Fee | N/A | In accordance with the relevant legislation |
| ** the actual cost incurred by the public authority | | |

THIS IS THE END OF THE DOCUMENT

Wolston Parish Council Publication Scheme

This page is intentionally blank