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| Winnersh Parish Council Policies and Procedures | |
| Freedom of Information Act Publication Scheme | |
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Winnersh Parish Council

1. The Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a role in supporting and providing greater openness and transparency across the public sector.

Winnersh Parish Council has adopted the Model Publication Scheme approved by the Information Commissioner in 2008 and reproduced in Appendix A.

The publication scheme requires the Council to

- specify the information which is held and falls within the scheme
- publish the methods by which the specific information is made routinely available
- produce a schedule of any fees charged for access to information

These requirements are covered by the Publication Guide included as Appendix B.

Appendix A Model Publication Scheme

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

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.

Classes of information

Who we are and what we do.

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

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

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

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.

The method by which information published under this scheme will be made available

The authority 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 a public authority, information will be provided on a website. 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, a public authority 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 an authority 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.

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 authority 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, 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.

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.

Written requests

Information held by a public authority 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.

Appendix B Publication Guide

Information available from Winnersh Parish Council under the Freedom of Information Act Model Publication Scheme (December 2008)

Information to be published

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| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p> |
| <p>Who's who on the Council and its Committees Contact details for Parish Clerk and Council members Location of main Council office and accessibility details Staffing structure</p> |
| <p>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</p> |
| <p>Annual return form and report by auditor Finalised budget and precept Borrowing Approval letters (if any) Financial Procedures Finance & General Purpose Committee minutes including grants given and received</p> |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews) Current and previous year as a minimum</p> |
| <p>Parish Plan / Statement of Priorities Annual Report (contained in minutes of Annual Parish Meeting) Borough-Parish Charter</p> |
| <p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p> |
| <p>Timetable of meetings (Council, Standing Committee meetings and Annual Parish Meetings) Agendas of meetings (as above) Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers Responses to planning applications Bearwood Recreation Ground Bye-laws</p> |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p> |

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| Policies and procedures for the conduct of council business: Procedural Standing Orders Committee terms of reference (contained in Standing Orders) Code of Conduct Policy statements |
| Policies and procedures for the provision of services and the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) |
| Information security policy Records management policies (records retention, destruction and archive) Data protection policy Schedule of charges (for the publication of information) – see below |
| Class 6 – Lists and Registers Currently maintained lists and registers only |
| Any publicly available register or list Assets Register Register of members' interests Register of gifts and hospitality |
| 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 |
| Allotments Community centre hall/room hire Playing fields and recreational facilities Seating, litter bins and street lighting Services for which the council is entitled to recover a fee, together with those fees |
| Other information may be available on request |

How the Information can be Obtained

All information can be obtained in hardcopy from the Parish Clerk at:

- Winnersh Community Centre, New Road, Wokingham RG41 5HB
- Telephone: 0118 978 0244
- Email: clerk@winnersh.gov.uk

Schedule of Charges

| Description | Charge | Basis of Charge |
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| Printing or photocopying (black & white) | 10 pence per page | Actual cost based on copying or computer printing including labour |
| Handling / packing | £1 per request | Admin charge |
| Postage | Royal Mail standard 1 st or 2 nd class postage | Estimated actual cost of postage |

Charges are payable prior to despatch of documents. Charges for requests of five sheets or less may be waived at the discretion of the Parish Clerk.