

# WHESSOE PARISH COUNCIL

## FREEDOM OF INFORMATION ACT

## PUBLICATION SCHEME

<b>Version</b>	<b>Date of Review</b>	<b>Reviewed by</b>	<b>Approval</b>	<b>Comments</b>
V0.1	May 2020	Clerk		Draft
V0.2	May 2020	S Goldfinch		Typos and minor amends
V1.0		WPC	WPC meeting 18/5/20	Approved
V2.0		WPC	WPC meeting 24/5/21	Approved
V2.1	16 May 2023	Clerk		Change to contact mobile number
V3.0		WPC	WPC meeting 22/5/23	Approved

## **Introduction**

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and operated by Whessoe Parish Council.

## **Whessoe Parish Council Publication Scheme**

The Scheme provides a list of all the information the parish council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

## **Manner of publication**

It is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information will be placed on the Parish Council website and where this is not possible the information will be made available and / or sent to the person requesting it.

The publication scheme and this guide to information will be accessible on the council noticeboards.

## Information available from Whessoe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	On the website	Online - Free: Hard copy 50p / sheet, plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On the website In the Parish Hall	Online - Free: Hard copy 50p / sheet, plus postage
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	All information is available on the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	All information is available on the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
<b>Class 4 – How we make decisions</b> (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)	All information is available on the website and minutes can be viewed at the Parish Hall or on request from the Clerk	Online Free: Hard copy 50p / sheet, plus postage
Agendas of meetings (as above)		
Minutes of meetings (as above) – NOTE: this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – NOTE: this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>● Procedural standing orders</li> <li>● Committee and sub-committee terms of reference</li> <li>● Delegated authority in respect of officers</li> <li>● Code of Conduct</li> <li>● Financial Regulations</li> <li>● Other Policy statements</li> </ul>	<p>All information is available on the website or on request from the Clerk.</p>	<p>Online - Free:            Hard copy 50p / sheet, plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>● Internal policies relating to the delivery of services</li> <li>● Equality and diversity policy</li> <li>● Health and safety policy</li> <li>● Recruitment policies (including current vacancies)</li> <li>● Policies and procedures for handling requests for information</li> <li>● Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	On the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage
Register of members' interests	On Darlington Borough Council's website or on request from the Clerk	Online - Free: Hard copy 50p / sheet, plus postage
Register of gifts and hospitality	On the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Community centres and village halls	On the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage

Information to be published	How the information can be obtained	Cost
<b>Additional Information</b>		
Local Council Award Scheme	On the website or on request from the Clerk.	Online - Free: Hard copy 50p / sheet, plus postage

### Contact details:

**Bill Goldfinch,**  
**Clerk to the Parish Council**  
**07471 062395**  
**Email: whessoeparishclerk@gmail.com**

### 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
<b>Disbursement cost</b>	Photocopying @50p per sheet (black & white)	Cost of paper/printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities