

West Wrattling Parish Council

Publication scheme for freedom of information

Reviewed March 2024

The [Freedom of Information Act \(FOIA\) 2000](#), from 1st January 2005, gave everyone a general legal right to be provided, on request, with any information held by all public authorities. This includes West Wrattling Parish Council. The FOIA applies to all information held by the Clerk, councillors and people undertaking Parish Council business on a voluntary basis on behalf of the Parish Council, including e-mails, letters, reports, faxes, file notes, notes of phone calls, videos, audio records.

West Wrattling Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

West Wrattling Parish Council will accept requests for information under the FOIA, stating the name and address of the applicant, whether or not the request mentions the Act, in any written form and made to any member of the Parish Council. When received, the request will be passed to the Clerk of the Council. If any of the information requested is exempt, the applicant will be told which of the exemptions has been relied on to withhold the information. A response which either provides the information requested, asks for clarification or refuses the request giving the reason for exemption will be provided within 20 days.

The applicant can complain if dissatisfied with the way a request has been dealt with by firstly putting the complaint in writing with evidence of their complaint, to the Clerk of the Council. This will be reviewed by the Chair of the Council and a response provided within 40 days. If the applicant is still dissatisfied they can complain to the Information Commissioner at 'Information commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel No 01625 545745; Fax 01625 524510; e-mail: mail@ico.gsi.gov.uk

What is a Publication Scheme?

Under the Freedom of Information Act every public authority is required to adopt and maintain a Publication Scheme, which provides the public with a structured listing of any information released. West Wrattling Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. It lists the types of information which the authority routinely

publishes, the format in which the information is available and how much it will cost if there are any charges.

Contact details:

Mrs Jennifer Richards, West Lodge, 88 High Street, Balsham, Cambridge, CB21 4EP. Tel: 01223 665260 Email: j.richards597@btinternet.com, Website: <https://westwratting.org.uk/>

Noticeboard locations: Outside Village Hall at Balsham end of High Street and next to the bus stop at The Chestnuts end of High Street.

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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Viewing information @ £25 per hour	Actual cost

* the actual cost incurred by the public authority

Publication Scheme

Cost of hardcopy is shown in the [schedule of charges](#). The website is free to use. Links will take you directly to the relevant page.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy or website)
Who's who on the Council and its Committees	Hard copy from the Clerk, noticeboards and website (here and here)
Contact details for Parish Clerk and Council members	Hard copy from the Clerk, noticeboards and website (link)
Location of main Council office and accessibility details	Not applicable
Staffing structure	Hard copy from the Clerk and website (link)
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 or website)

Annual return form and report by auditor	Hard copy from the Clerk and website (link)
Finalised budget	Available in the minutes via website or hard copy from the Clerk.
Precept	Hard copy from the Clerk and minutes on website (link)
Borrowing Approval letter	This will be available as hard copy from the Clerk if it ever occurs.
Financial Standing Orders and Regulations	Hard copy from the Clerk and website (link)
Grants given and received	Available in the minutes via website or hard copy from the Clerk.
List of current contracts awarded and value of contract	Hard copy from the Clerk
Members' allowances and expenses	Hard copy from the Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)
Parish Plan (current and previous year as a minimum)	West Wrattling does not have a Parish Plan ¹
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Clerk and minutes on website (link)

¹ There's a useful introduction to Parish Plans at <https://romsleyparishcouncil.gov.uk/wp-content/uploads/2016/01/Parish-Plan-Introduction.pdf>

Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	WWPC meets on the 2nd Monday of every other month. Hard copy from the Clerk and website (link)
Agendas of meetings	Hard copy from the Clerk, noticeboard and website (link)
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk, noticeboard and website (link)
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk and website (link)
Responses to consultation papers	Hard copy from the Clerk and minutes on website (link)
Responses to planning applications	Hard copy from the Clerk and minutes on website (link)
Bye-laws	Not applicable

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy from the Clerk and website (link)
Committee and sub-committee terms of reference	Hard copy from the Clerk and website (link)
Delegated authority in respect of officers	Hard copy from the Clerk and website (link)
Code of Conduct	Hard copy from the Clerk and website (link)
Policy statements	Hard copy from the Clerk and website (link)
Policies and procedures for the provision of services and about the employment of staff:	
Internal instructions to staff and policies relating to the delivery of services	Nothing in writing
Equality and diversity policy	Nothing in writing
Health and safety policy	Nothing in writing
Recruitment policies (including current vacancies)	No recruitment policy
Policies and procedures for handling requests for information	Hard copy from the Clerk and this document on website (link)
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from the Clerk and this document on website (link)
Information security policy	See webpage on data protection and the assessment of personal data held .

Records management policies (records retention, destruction and archive)	See webpage on data protection and the assessment of personal data held .
Data protection policies	Hard copy from clerk and website .
Schedule of charges (for the publication of information)	Hard copy from the Clerk and this document on website (link).
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None
Assets register	Hard copy from the Clerk and website (link)
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)	None
Register of members' interests	Hard copy from the Clerk
Register of gifts and hospitality	Not applicable
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Hard copy from the Clerk and website (link)
Parks, playing fields and recreational facilities	Hard copy from the Clerk
Small assets: seating, litter bins, etc.	No listing
Bus shelters	Hard copy from the Clerk
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from the Clerk

Appendix

This document is based on the “Information available from Parish/Community Council under the model publication scheme” that’s available from the Information Commissioner’s Office (ICO) at

https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

(Parish/Community Council template guide to information, Version 2, 20140612)



Also of relevance is “Model publication scheme: Freedom of Information Act”, also from the ICO at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> which describes the information that needs to be in the publication scheme.

This appendix shows the introductory material from the first of these documents. It is a template that gives examples of the kinds of information that Parish Councils are expected to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".