

Information available from Whittington Parish Council under the Freedom of Information Model Publication Scheme

What is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 is that public authorities should make information available to the public. To do this we must produce a publication scheme setting out:

- The classes of information which we will publish or intent to publish.
- The manner in which it will be published.
- Whether the material s intended to be made available free of charge or for a fee.

Information to be published	How the information can be obtained	Cost
CLASS 1 Who are we and what do we do (organisational information, structures locations and contacts)		
Who is on the Council and its committees	Website Hard copy	Free 50p/sheet
Contact details for Parish Clerk and Council Members	Website Hard copy	Free 50p/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)		
Annual return form and report by auditor	Hard Copy Website	50p/sheet Free
Finalised budget	Website Hard Copy	Free 50p/sheet
Precept	Website Hard Copy	Free 50p/sheet
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Hard Copy Website	50p/sheet Free

Grants given and received	Hard Copy Website	50p/sheet Free
List of current contracts awarded and value of contract	Hard copy	50p/sheet
Members allowances and expenses	Hard Copy	50p/sheet
CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy	Free Free
Annual Report to Parish and Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 50p/sheet
Local Charters drawn up in accordance with DCLG guidelines	n/a	
CLASS 4 How we make decisions (decision making processes and records of decisions)		
Timetable of meetings (council any committee/subcommittee meetings and parish meeting)	Website Hard copy Council Noticeboards	Free 50p/sheet Free
Agendas of meetings (as above)	Website Hard copy parish notice boards	Free 50p/sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly provided as private to the meeting	Website Hard copy	Free 50p/sheet
Reports presented to council meetings nb this will exclude information that is properly provided as private to the meeting	Hard Copy	50p/sheet
Responses to consultation papers	Hard Copy	50p/sheet
Responses to planning applications	Hard Copy	50p/sheet
Bye laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures)		

for delivering our services and responsibilities)		
Polices and procedures for the conduct of council business	Hard Copy	50p/sheet
Procedural standing orders	Website	Free
	Hard Copy	50p/sheet
	Website	Free
Committee and sub-committee terms of reference	Hard Copy	50p/sheet
	Website	Free
Delegated authority in respect of officers	Hard Copy	50p/sheet
Code of Conduct	Hard Copy	50p/sheet
	Website	Free
Policy Statements	Hard Copy	50p/sheet
Polices and Procedures for the provision of services and about employment of staff	Hard Copy	50p/sheet
Internal policies relating to the delivery of services	Hard copy	50p/sheet
Equality and diversity policy		
Health and Safety Policy	Hard copy	50p/sheet
Recruitment Polices including current vacancies	Website	Free
Polices and procedures for handling requests for information	Hard copy	50p/ sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
	Hard copy	50p/sheet
Information security policy	Hard Copy	50p/sheet
Records management policy (records retention, destruction and archive)	Hard Copy	50p/sheet
	Website	Free
Data Protection policies	Website	Free
	Hard Copy	50p/sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy	50p/sheet
CLASS 6 Lists and Registers		
Currently maintained lists and registers only		
Assets register	Hard copy	50p/sheet
	Website	Free
Disclosure Log (indicating the information that has been provided in response to requests recommended as	Hard Copy	50p/sheet

good practice but may not be held by parish councils)		
Register of members interests	Hard copy Website	50p/sheet Free
Register of gifts and hospitality	Hard copy	50p/sheet
Class 7 - The services we offer		
Parks playing fields and recreational facilities	Inspection	Free (by appointment)
Seating litter bins, clocks, memorials and lighting	Inspection	Free (by appointment)
Bus shelters	Inspection	Free (by appointment)
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Additional Information		Free
Correspondence relating to S.137 grant applications	Hard copy	50p/sheet

Contact Details

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Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white Photocopying @ 15p per sheet colour	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	For costs incurred in compiling the request - £25 per hour	See Freedom of Information Act 2000 s.9

REVIEWED: 26.05.2020

NEXT REVIEW: May 2021