WROXHAM PARISH COUNCIL



PUBLICATION SCHEME

(Required by the Freedom of Information Act 2000)

Reviewed and approved at the Wroxham Parish meeting held on 3rd May 2018

To be reviewed again May 2020

1. 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.

1.1 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.

1.2 The scheme commits an authority:

1.2.1 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.

1.2.2 To specify the information which is held by the authority and falls within the classifications below.

1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

1.2.4 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.

1.2.5 To review and update on a regular basis the information the authority makes available under this scheme.

1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available.

1.2.7 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.

2.7 The Services we Offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.8 The classes of information will not generally include:

2.8.1 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.

2.8.2 Information in draft form.

2.8.3 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.

3.1 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.

3.2 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.

3.3 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.

3.4 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.

4.0 Charges which may be made for Information published under this scheme.

4.1 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:

a) photocopying

b) postage and packaging

c) 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.

5.0 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 2000.

Information available from Wroxham Parish Council under the model publication scheme

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts) |  |  |
| Who’s who on the Council and its Committees | website  hard copy - contact Clerk | 20p/page (BW) |
| Contact details for Parish Clerk and Council members | website  hard copy - contact Clerk | 20p/page (BW) |
| Location of main Council office and accessibility details | n/a |  |
| Staffing structure | n/a |  |
|  |  |  |
| **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 | website  hard copy - contact Clerk | 20p/page (BW) |
| Finalised budget | hard copy - contact Clerk | 20p/page (BW) |
| Precept | website  hard copy - contact Clerk | 20p/page (BW) |
| Borrowing Approval letter | n/a |  |
| Financial Standing Orders and Regulations | website  hard copy - contact Clerk | 20p/page (BW) |
| Grants given and received | Given: Grants policy wip  Received: See budget |  |
| List of current contracts awarded and value of contract | Hard copy - contact Clerk | 20p/page (BW) |
| Members’ allowances and expenses | As per minutes – on the website |  |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan (current and previous year as a minimum) | n/a |  |
| Annual Report to Parish | Website – Annual Parish meeting minutes  hard copy - contact Clerk | 20p/page (BW) |
| Quality status | n/a |  |
| Local charters drawn up in accordance with DCLG guidelines | n/a |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions) |  |  |
| Timetable of meetings | website  hard copy - contact Clerk | 20p/page (BW) |
| Agendas of meetings | website  hard copy - contact Clerk | 20p/page (BW) |
| Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | website  hard copy - contact Clerk | 20p/page (BW) |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | hard copy - contact Clerk | 20p/page (BW) |
| Responses to consultation papers | as per minutes |  |
| Responses to planning applications | as per minutes |  |
| Bye-laws | n/a |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities) |  |  |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Code of Conduct | website  hard copy - contact Clerk | 20p/page (BW) |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | website  hard copy - contact Clerk | 20p/page (BW) |
| Records management policies (records retention, destruction and archive) | see Standing Orders |  |
| Schedule of charges (for the publication of information) | see below |  |
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| **Class 6 – Lists and Registers** |  |  |
| Assets register | Hard copy - contact Clerk | 20p/page (BW) |
| 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) | See Broadland District Council website |  |
| Register of members’ interests | See Broadland District Council website |  |
| Register of gifts and hospitality | as per minutes |  |
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| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) |  |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards | Wroxham Cemetery, St Mary’s closed churchyard, War Memorial |  |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities | Caen Meadow, Trafford Memorial Ground & Staithe, Agnes Gardener Playground, Keys Hill Wood. |  |
| Seating, litter bins, clocks, memorials and lighting | 6 x noticeboards, 4 bins, 23 benches, 2 bus shelters, SAM2, defibrillator, Village Sign. |  |
| Bus shelters | n/a |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency agreements | n/a |  |

**Contact details:**

Clare Male Clerk & RFO to the Parish Council

[wroxhamparishcouncil@gmail.com](mailto:wroxhamparishcouncil@gmail.com) 07341 873375

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 20p per sheet (black & white) | Actual cost |
|  | Photocopying @ 50p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** | n/a |  |
|  |  |  |
| **Other** | n/a |  |
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