

WOOTTON BRIDGE PARISH COUNCIL

Publication Scheme

(Freedom of Information Act)

APPROVAL DATE: May-23
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PUBLICATION SCHEME

1. INTRODUCTION

1.1. **The Freedom of Information Act 2000**

The Freedom of Information Act grants to members of the public rights of access to a variety of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at www.ico.gov.uk.

1.2. **Publication Scheme**

1.2.1. The Act requires every public authority to adopt and maintain a generic model publication scheme. This policy is designed to provide everyone with a comprehensive guide to the information that the council will automatically or routinely publish, or otherwise make available to the public.

1.2.2. The model scheme is Appendix A of this document.

1.3. **Wootton Bridge Parish Council's Commitment to the Act**

The Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

1.4. **Freedom of Information Requests and the Publications Scheme**

1.4.1. The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld.

1.4.2. Application for any information not included in the guide below can be made by making a written request to the PARISH Clerk who will reply within 20 working days after receipt of the request.

2. INFORMATION AVAILABLE FROM WOOTTON BRIDGE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and any Committees	Website The Bridge Parish Office E-mail from Clerk Hard Copy from Clerk
Contact details for Parish Clerk and Council members (named contacts with email address)	Website The Bridge Parish Office E-mail Hard Copy

Location of main council office and accessibility details	Website The Bridge
Staffing structure	Parish Office

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it. (Financial Information - Current and previous financial year)	
Annual return form and report by auditor	Notice board Parish Office Website
Finalised budget	Website Email Parish Office
Precept (In Minutes & Accounts)	Website Email Parish Office
Borrowing Approval letter	No Letter/Hard Copy
Financial Standing Orders and Regulations	Website Email Parish Office
Grants given and received	Website (Minutes) Email Parish Office
List of current contracts awarded	Email Parish Office
Members' allowances and expenses, if applicable	Email Hard Copy
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available
Housing Plan	Website Parish office Hard copy
Chairman's Report to Annual Parish Meeting	Website Email Parish Office Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website The Bridge
Agendas of meetings (as above)	Website Noticeboard Parish Office Email
Minutes of meetings	Website Parish Office Email
Reports presented to council meetings (current meeting only)	Parish Office
Responses to consultation papers (current meeting only)	Website (Minutes) Parish Office

Responses to planning applications	Website (Minutes) IWC Planning Portal
Bye-laws	None/Not available
Class 5 – Our policies and procedures Current information only Information	
Financial Regulations & Standing Orders	Website Email Parish Office
Committee - Terms of Reference	Hard Copy
Delegated authority in respect of officers (if applicable)	Financial Regulations Standing Orders
Code of Conduct	Website Email
Other Policy statements	Website Email

Information to be published	How the information can be obtained
<i>Internal policies relating to the delivery of services:</i>	
Equality and diversity policy	Website Email
Health and safety policy	Website Email
Recruitment policies	None/Not available
Policies and procedures for handling requests for information	Website Email Parish Office
Complaints procedure	Website Email Parish Office
Records management policies (records retention, destruction and archive)	Website Email
Data protection policies	Website Email
Schedule of charges (for the publication of information)	None/Not available
Class 6 – Lists and Registers (Currently maintained only)	
<i>Any publicly available register or list:</i>	
Assets Register	Email Parish Office
Disclosure log	None
Register of members' interests	IW Council Website Parish Office
Register of gifts and hospitality	Viewing only (Clerk)
Class 7 – The services we offer (Current information only)	
Brannon Way Room & Post Office Meeting room	Website Parish office
Parish Office	Assets Register (viewing only)
Seating	Assets Register (viewing only)
Public conveniences Brannon Way Toilets – owned by IWC	Parish Office

Wootton Recreation Ground – owned by IWC	Parish Office
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Contact details:

**Ms Liz Kingston
5 Joannes Walk
Brannon Way
Wootton Bridge
Isle of Wight
PO33 4NX**

Tel: 01983 884555

E-mail: clerk@woottonbridge.org.uk

Website: www.woottonbridge.org.uk

3. CHARGES

Method	Charge
Assets Register (viewing only)	Free
Email	Free
Hard Copy	10 p per page plus postage at standard Royal Mail charge.
Notice board	Free
Viewing only (Clerk)	Free
Website	Free
Staffing structure	Free
Hard Copy (black & white)	10 p per page Postage at standard Royal Mail 2nd Class.

Publication Scheme adopted by Wootton Bridge Parish Council 18 November 2008. Reviewed 2009, Reviewed 13th May 2013, Reviewed May 2014, Amended & Reviewed 21 March 2017, reviewed March 2018, Amended and reviewed March 2019. Reviewed May 2023.

Model publication scheme

Freedom of Information Act

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.