

Publication Scheme under the Freedom of Information Act 2000

Under the Freedom of Information Act 2000 every Parish Council is required to adopt and maintain a publication scheme setting out the types of information it will make available, how that information can be obtained and whether a charge will be made for that information. The purpose of this publication scheme is to be a means by which the Parish Council can make a significant amount of information available routinely.

The scheme will ensure that the Parish Council will publish more information proactively and help it to develop a greater culture of openness and transparency. This Parish Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

The scheme contains core classes that correspond with the main functions carried out by a Parish Council. To take into account that some Parish Councils have developed additional responsibilities, there are also a number of optional pieces of information within the core classes and a further three optional classes.

The Parish Council will make the information available in any one of the following ways:

- available for inspection on request from the person named as responsible for maintaining the scheme.
- a hard copy of the information may be supplied on request from the clerk named as responsible for maintaining the scheme.

Where a copy of the information is provided, a reasonable charge may be made.

Adopted November 2025
Next Review November 2027

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy and/or website	Free
Who's who on the Council and its Committees	Hard copy and/or website	Free
Contact details for Parish Clerk and Council members (named contacts where possible, with telephone number and email address (if used))	Hard copy and/or website	Free
Location of main Council office and accessibility details	Hard copy and/or website	Free
Staffing structure	Hard copy and/or website	Free
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 and/or website	Photocopying @ 0.10 per sheet black and white
Annual return form and report by auditor	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Finalised budget	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Precept	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Financial Standing Orders and Regulations	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Grants given and received	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white

List of current contracts awarded and the value of each contract	Some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white
Members' allowances and expenses	Some information may only be available by inspection	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	Photocopying @ 0.10 per sheet black and white
Parish Plan (current and previous year as minimum)	Hard copy and/or website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Quality Status	Hard Copy	Photocopying @ 0.10 per sheet black and white
Class 4 – How we make decisions (Decision-making processes and records of decisions), Current and previous council year as a minimum	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Agendas of meetings (as above)	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Responses to consultation papers	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Responses to planning applications	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white

Bye-laws	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Policies and procedures for the conduct of council business: Procedural standing orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct Policy statements	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services, Equality and diversity policy, Health and safety policy, Recruitment policies (including current vacancies). Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Information Security Policy	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Records management policies (records retention, destruction and archive)	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Data Protection Policies	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Schedule of charges for the publication of information	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Class 6 – Lists and Registers Currently maintained lists and registers are only	hard copy or website; some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website; some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white
Asset Register	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
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)	Some information may only be available by inspection	
Register of members' interests	Some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white
Register of gifts and hospitality	Some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; some information may only be available by inspection	Photocopying @ 0.10 per sheet black and white
Parks, playing fields and recreational facilities	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Seating	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Bus shelters	Hard copy and/or website	Photocopying @ 0.10 per sheet black and white
Schedule of Charges Disbursement cost	Photocopying @0.10p per sheet (black and white) – Actual cost	

	Photocopying @0.60p per sheet (colour)- Actual cost	
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25.00 current limit £450.00 based on 18 hours @£25.00 per hour	In accordance with the relevant legislation
Contact Details **Clerk Gemma Keiher-Knapper** **Clerk@werringtonparishcouncil.gov.uk**		