Wheatley Parish Council Publication Scheme

Adopted 3.9.18, revised and approved 2.12.19, revised 04.10.2021, 24.11.2022, 02.02.2026
To be reviewed 2028

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.

Class1 - Who we are and what we do	How the information can be obtained
Who's who on the Council and its Committees	Hard copy from parish office, Parish Council website, public noticeboards
Contact details for Parish Clerk and Council members	Hard copy from parish office Parish council website, public noticeboards
Location of main Council office and accessibility details	Hard copy from parish office Parish council website, public noticeboards, Village newsletter
Staffing structure	Hard copy from parish office Parish council website

Class 2 – What we spend and how we spend it	How the information can be obtained
Annual return form and report by auditor	Hard copy from parish office Parish Council website
Finalised budget	Hard copy from parish office Parish Council website
Precept	Hard copy from parish office Parish Council website
Borrowing Approval letter	Not applicable
Standing Orders and Financial Regulations	Hard copy from parish office Parish Council website
Grants given and received	Hard copy from parish office Parish Council website
List of current contracts awarded and value of contract	Hard copy from parish office Parish Council website

Members' expenses	In the minutes via Hard copy from parish office or Parish Council website
Class 3 – What our priorities are and how we are doing	**How the information can be obtained**
Strategic Plan & Action Plan (current and previous version as a minimum)	Hard copy from parish office Parish Council website
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from parish office Parish Council website
Local charters drawn up in accordance with MHCLG guidelines	Hard copy from parish office Parish Council website
Class 4 – How we make decisions	**How the information can be obtained**
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from parish office Parish council website, public noticeboard Village Newsletter
Agendas of meetings (as above)	Hard copy from parish office Parish council website, Public noticeboard
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from parish office Parish council website, County archives

Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	In the minutes via Hard copy from parish office or on the Parish council website
Responses to consultation papers	Hard copy from parish officewhere applicable
Responses to planning applications	Hard copy from parish office District council website
Bye-laws	n/a
Class 5 – Our policies and procedures	**How the information can be obtained**

Policies and procedures for the conduct of council business, including: Standing orders Financial Regulations and Investments Grants Policy Committee and sub-committee terms of reference Delegated authority in respect of officers Code of ConductPolicy statements Tree Policy	Hard copy from parish office Parish council website
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 Equality policy Recruitment information (including current vacancies) Staff Handbook Learning and Development Policy Lone Working Policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Other policies and procedures deemed appropriate	Hard copy from parish office Parish council website – if appropriate
GDPR policies and Privacy Notices	Hard copy from parish office Parish council website
Retention & Disposal Policy	Hard copy from parish office Parish council website
Data protection policies	Hard copy from parish office Parish council website
Schedule of charges (for the publication of information)	Hard copy from parish office Parish council website

Class 6 – Lists and Registers	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy from parish office Parish council website
Assets register	Hard copy from parish office Parish council website
Register of members' interests	Hard copy from parish office District council website
Register of gifts and hospitality	Hard copy from parish office
Class 7 – The services we offer	**How the information can be obtained**
Allotments	Parish council offices Parish council website
Parks, playing fields and recreational facilities	Parish council offices Parish council website
Seating, litter bins, memorials	Parish council offices Parish council website
Bus shelters	Parish council offices Parish council website
Village Newsletter	Parish council offices Parish council website
Website Accessibility Statement	Parish council offices Parish council website
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Parish Council offices Parish Council Website

Contact details:
Clerk to Wheatley Parish Council, 89a High St, Wheatley, OX33 1XP,
T: 01865 875615, E: clerk@wheatleyparishcouncil.gov.uk, W: www.wheatleyparishcouncil.gov.uk

SCHEDULE OF CHARGES

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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (stated)
Other		

* the actual cost incurred by the public authority