

Wheatley Parish Council Publication Scheme

Adopted 3.9.18, revised and approved 24.11.2022 (01.07.2024 TBC)

The Information Commissioners Office expects local councils to provide information under the model publication scheme. Information should be available unless:

- it does not hold the information.
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Further information and guidance is available: www.ico.gov.uk

Wheatley Parish Council have adapted the ICO template to cover the topics and items relevant to the council:

| Class1 - Who we are and what we do | How the information can be obtained |
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| 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 |
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| 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' allowances and expenses | Hard copy from parish office 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 |

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| Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting. | Hard copy from parish office Parish council website |
| Responses to consultation papers | Hard copy from parish office, parish website where 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 |
| <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Standing orders Financial Regulations and Investments Grants Policy Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Tree Policy | Hard copy from parish office Parish council website |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Recruitment policies (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 |

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| 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 |

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| 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, clocks, memorials, and lighting | 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.

| 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 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (stated) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority