

# Wheatley Parish Council Publication Scheme

Adopted 3.9.18, revised and approved 2.12.19, 05.10.2020

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- the information is archived, out of date or otherwise inaccessible; or,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](http://www.ico.gov.uk)

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

<b>Class1 - Who we are and what we do</b>	<b>How the information can be obtained</b>
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

<b>Class 2 – What we spend and how we spend it</b>	<b>How the information can be obtained</b>
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
<b>Class 3 – What our priorities are and how we are doing</b>	<b>How the information can be obtained</b>
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
<b>Class 4 – How we make decisions</b>	<b>How the information can be obtained</b>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from parish office Parish council website Village Newsletter
Agendas of meetings (as above)	Hard copy from parish office Parish council website, Public noticeboards
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

Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Hard copy from parish office
Responses to consultation papers	Hard copy from parish office, parish website where applicable
Responses to planning applications	Hard copy from parish office
Bye-laws	n/a
<b>Class 5 – Our policies and procedures</b>	<b>How the information can be obtained</b>
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>Standing orders</li> <li>Committee and sub-committee terms of reference</li> <li>Delegated authority in respect of officers</li> <li>Code of Conduct</li> <li>Policy statements</li> </ul>	<p>Hard copy from parish office Parish council website</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>Internal instructions to staff and policies relating to the delivery of services</li> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Recruitment policies (including current vacancies)</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Hard copy from parish office Parish council website – if appropriate</p>
<del>Information security policy</del> GDPR policies and Privacy Notices	<p>Hard copy from parish office Parish council website</p>
<del>Records management policies (records retention, destruction and archive)-</del> Retention & Disposal Policy	<p>Hard copy from parish office Parish council website</p>
Data protection policies	<p>Hard copy from parish office Parish council website</p>
Schedule of charges (for the publication of information)	<p>Hard copy from parish office Parish council website</p>

<b>Class 6 – Lists and Registers</b>	
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
<b>Class 7 – The services we offer</b>	
<b>How the information can be obtained</b>	
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
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a

**Contact details:**

Clerk to Wheatley Parish Council, 89a High St, Wheatley, OX33 1XP,  
T: 01865 875615, E: [clerk@wheatleyparishcouncil.gov.uk](mailto:clerk@wheatleyparishcouncil.gov.uk), W: [www.wheatleyparishcouncil.gov.uk](http://www.wheatleyparishcouncil.gov.uk)

## SCHEDULE OF CHARGES

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

\* the actual cost incurred by the public authority