

NETHER WALLOP PARISH COUNCIL
Model Publication Scheme

Purpose and Scope - Nether Wallop Parish Council is required under the Freedom of Information Act to provide to the public as much information as possible on a routine basis. The council's current Income and Expenditure is above the £25,000 limit for that requires compliance with the Transparency Code for Smaller Authorities, but below the threshold of £200,000 that mandates compliance with the Transparency Code 2015. It is therefore best practice to try to comply with as many of the guidelines as possible. This policy is written with due regard to guidance given by the Independent Commissioners Office and the Society of Local Council Clerk's template documents.

The Council will endeavour to make any requested information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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 following data provides a list of what can be requested, but is not meant to be an exhaustive list.

Information to be published	How the information can be obtained			
	Website	Email	Hard Copy	Hard copy cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	✓	✓	✓	£ 1.00
Who's Who on the Council and its Committees	✓	✓	✓	£ 1.00
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓	✓	✓	£ 1.00
Registered address of the Council and accessibility details	✓	✓	✓	£ 1.00
Staffing structure	✗	✓	✓	£ 1.00
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	✓	✓	✓	£ 5.00
Annual return form and report by auditor	✓	✓	✓	£ 5.00
Finalised budget	✓	✓	✓	£ 5.00
Precept	✓	✓	✓	£ 5.00
Borrowing Approval letter	n/a	n/a	n/a	-
Financial Standing Orders and Regulations	✓	✓	✓	£ 5.00
Grants given and received	✗	✓	✓	£ 1.00
List of current contracts awarded and value of contract	✗	✓	✓	£ 1.00
Members' expenses	n/a	n/a	n/a	-
Members' allowances	n/a	n/a	n/a	-

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	Website	Email	Hard Copy	Hard copy cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	✓	✓	✓	£ 5.00
Parish Action Plan (current and previous year as a minimum latest version)	✗	✓	✓	£ 1.00
Annual Accounts Report (current and previous year as a minimum)	✓	✓	✓	£ 5.00
Quality status	n/a	n/a	n/a	-
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a	n/a	-
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	✓	✓	✓	£ 5.00
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓	✓	£ 1.00
Agendas of meetings (as above)	✓	✓	✗	n/a
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	✓	✓	✗	n/a
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	✓	✓	✗	n/a
Responses to consultation papers (where available)	✗	✗	✓	£ 5.00
Responses to planning applications	✓	✓	✗	n/a
Bye-laws	n/a	✓	✓	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	n/a	n/a	n/a	-
Policies and procedures for the conduct of council business: Procedural standing orders	✓	✓	✓	£ 5.00
Code of Conduct	✓	✓	✓	£ 5.00
Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements	✓	✓	✓	£ 2.00 ea.

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	Website	Email	Hard Copy	Hard copy cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> 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) 	✓	✓	✓	£ 2.00 ea.
Information security policy	✓	✓	✓	£ 2.00
Records management policies (records retention, destruction and archive)	✓	✓	✓	£ 2.00
Data protection policies	✓	✓	✓	£ 2.00
Schedule of charges (for the publication of information)	✓	✓	✓	£ 2.00
Class 6 – Lists and Registers Currently maintained lists and registers only (some information may only be available by inspection.)	✓	✓	✓	£ 2.00
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	n/a	n/a	n/a
Asset Register	✓	✓	✓	£ 2.00
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Pown Councils)	n/a	n/a	✓	£ 2.00
Register of members' interests	✓	✓	✓	£ 2.00 ea.
Register of gifts and hospitality	✗	✗	✓	£ 2.00
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 (Some information may only be available by inspection.)	✓	✓	✓	£ 2.00 ea.
Allotments	n/a	n/a	n/a	n/a
Burial grounds and closed churchyards	n/a	n/a	n/a	n/a
Community centres and village halls	✓	✓	✓	£ 1.00
Parks, playing fields and recreational facilities	✓	✓	✓	£ 1.00
Seating, litter bins, clocks, memorials and lighting	✓	✓	✓	£ 1.00
Bus shelters	✓	✓	✓	£ 1.00
Markets	n/a	n/a	n/a	n/a
Public conveniences	n/a	n/a	n/a	n/a
Agency agreements	n/a	n/a	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	✗	✓	✓	£ 1.00

Contact details:

Version: 1

Review Date: Nov-21

Adopted Date: Nov-20 Minute: 5282.

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Parish Clerk – Mrs Gail Foster, Kingman’s Cottage, Heathman Street, Nether Wallop, SO20 8EW.

Tel: 01264 783593 / Email: nwpc.clerk@gmail.com / Website: <http://www.netherwallopparishcouncil.uk/>

SCHEDULE OF CHARGES

- (i) Charges are as listed above for hard copies. Postage may be charged if the delivery address is outside of the Parish of Nether Wallop.
- (ii) Hard copies may be picked up in person at the Village Hall by appointment with the Clerk.