

Publication Scheme

Under the Freedom of Information Act 2000 it is the duty of every public authority to adopt and maintain a publication scheme.

This publication scheme conforms to the Information Commissioner's Office Model Publication Scheme (V1.1 September 2013) and commits Wrockwardine Parish Council ("the Council") to make information available to the public as part of its normal business activities. The information covered is included in the classes of information given in Section 2 and where this is held by the Council.

1. What the authority should do

The scheme commits the Council to:

- Proactively publish or otherwise make available, as a matter of routine, information, including environmental information, held by the Council and falls within the classifications stated;
- Specify the information which is held by the Council and falls within the classifications stated;
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- Produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- Review and update, on a regular basis, the information the Council makes available under this scheme;
- Produce, and make proactively available, a schedule of any fees charged for access to information;
- Make this publication scheme available to the public;
- Publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council 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 Council 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 2000, section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act 2000. The term 'relevant copyright work' is defined in Section 19(8) of the Act.

2. Classes of Information

Class 1 - Who are we and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 – What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7 - The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the service 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 2000 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.

3. The method by which information published under this scheme will be made available

The Council 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 the Council, 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 through the website, the Council will indicate how the information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available 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 the Council 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.

4. 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 Council 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 & packing
- 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. These will be in all circumstances, including the general principles of the right of access to information held by the Council, justified and 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 2000 or with other statutory powers of the Council.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

5. Written Requests

Information held by the 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 2000.

Requests should be made, in writing, to The Clerk, Wrockwardine Parish Council, Admaston House, Wellington Road, Admaston, Telford, TF5 0BN or email: clerk@wrockwardine.org.uk

WROCKWARDINE PARISH COUNCIL

6. Information available from Wrockwardine Parish Council under the model publication scheme

Information to be published	How can it be obtained	Cost
Class 1 – Who we are and what we do This will be current information only		
Who's who on the Council and its committees	Website There are no committees	Free
Contact details for the Clerk	Website Notice Boards Newsletter	Free
Location of main Council office and accessibility details	There is no office, contact can be made by prior arrangement at Admaston House Community Centre or Wrockwardine Parish Hall	Free
Staffing structure	Clerk only	
Class 2 What we spend and how we spend it Current and previous year as a minimum		
Annual Return Form & report by Auditor	Website Notice boards Emailed copy Hard copy posted	Free Free Free Cost calculated
Finalised budget	Website (Minutes) Email copy (Minutes) Hard copy posted (Minutes)	Free Free Cost calculated
Precept	Website (Minutes) Email copy (Minutes) Hard copy posted (Minutes)	Free Free Cost calculated
Financial Regulations & Standing Orders	Website Email copy Hardcopy posted	Free Free £10.00

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Grants given and received	Website (Minutes) Email copy (Minutes)	Free Free
List of current contracts awarded and value of contract	Email details on request	Free
Member's allowances and expenses	Email details on request	Free
Class 3 – What our priorities are and how are we doing		
Parish Plan	Not applicable	
Annual report to Parish Meeting (current & previous year as a minimum)	Website Email Copy Hard copy posted	Free Free Cost calculated
Quality status	Not applicable	
Class 4 – How we make decisions Current and previous Council year as a minimum		
Timetable of meetings	Website	Free
Agendas of meetings	Website Notice boards Email copy Hard copy posted	Free Free Free Cost calculated
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)	Website Email copy Hard copy posted	Free Free Cost calculated
Reports presented to Council meetings (this will exclude information that is properly regarded as private to the meeting)	Website Email copy Hard copy posted	Free Free Cost calculated
Responses to consultation papers	Website Email copy Hard copy posted	Free Free Cost calculated
Responses to planning applications	Website (Minutes) Email copy (Minutes) Hard copy posted (Minutes)	Free Free Cost calculated
Byelaws	Not applicable	

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Class 5 – Our policies and Procedures Current information only		
Policies & procedures for the conduct of Council business: <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Financial Reserves Policy 	Website Email copy Hard copy posted	Free Free £10.00 Cost calculated
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Complaints Procedure • Health & Safety Policy • Disciplinary & Grievance Policy • Bullying & Harassment Policy • Sickness & Absence Policy • Equal Opportunities Policy 	Website Email copy Hard copy posted	Free Free Cost calculated
Information security Policy	Website Email copy Hard Copy posted	Free Free Cost calculated
Records Management Policy	Website Email copy Hard copy posted	Free Free Cost calculated
Data protection policies	Website Email copy Hard copy posted	Free Free Cost calculated
Schedule of charges for the publication of information	Website Email copy Hard copy posted	Free Free Cost calculated

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Class 6 – Lists and Registers		
Current maintained lists & registers only		
Any publicly available register or list (if any are held this should be publicised)	Hard copy posted Scanned copy emailed	Cost calculated Free
Assets Register	Website Email copy Hard copy posted	Free Free Cost calculated
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)	Not applicable	
Register of Member's Interests	Telford & Wrekin Borough Council website	Free
Register of gifts & hospitality	Not applicable	
Class 7 – The services we offer		
Current information only		
Allotments	Website Email details on request	Free Free
Parks, playing fields and recreational facilities	Website Email details on request	Free Free
Seating, litter bins, memorials & lighting	Website Email details on request	Free Free
Bus shelters	Website Email details on request	Free Free
SID (Speed Indicator Device)	Website Email details on request	Free Free
Street Lighting	Website Email details on request	Free Free

7. Schedule of charges

Once the Clerk has received a request for a hard copy of a document, the charges will be calculated as follows:

Disbursement cost	Photocopying @ 20p per sheet (black & white) double-sided	Actual cost
	Photocopying @ 50p per sheet (colour) double-sided	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other: Standing Orders Financial Regulations		£10.00 for a hard copy of both

The Clerk will advise of the total cost and request payment by cheque, made payable to Wrockwardine Parish Council. The documents will then be provided.

Contact details: The Clerk, Wrockwardine Parish Council, Admaston House, Wellington Road, Admaston, Telford, TF5 0BN. Telephone: 01952 897355 Mobile: 07842 158615 Email: clerk@wrockwardine.org.uk