

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner<sup>1</sup>.

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.

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<sup>1</sup> It may be adopted without modification by any public authority without further approval and will be valid until further notice.

## 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.

## Information available from Wickhambrook Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost   |
|---|--|--|
| <p><b>Class1 - Who we are and what we do</b></p> <p>This will be current information only</p>   |  |  |
| <p>Who's who on the Council and its Committees<br/>           Contact details for Parish Clerk<br/>           Contact details (in accordance with GDPR) for Council members<br/>           Details of accessibility to Parish Council</p> | <p>Available free on website address:<br/> <a href="https://wickhambrook.org">https://wickhambrook.org</a><br/>           Available free on noticeboards or hard copy from Clerk</p>   | <p>See below **<br/>           See below **<br/>           see below **</p>            |
| <p>Staffing Structure</p>   | <p>Clerk to Parish Council</p>   | <p>See below **<br/>           See schedule of Charges</p>                             |
| <p>Location of main Council office and accessibility details</p>  | <p>There is no parish council office. Meetings are generally held in The Pavilion, Wickhambrook Memorial Social Centre, Cemetery Road, Wickhambrook<br/>           Clerk's office hours are generally mornings, Monday to Friday</p> | <p>See below **<br/>           See below **<br/>           See schedule of Charges</p> |

| Information to be published   | How the information can be obtained   | Cost                              |
|---|---|-----------------------------------|
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>Available from Financial Years 2018-19 onwards</p> | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See below**</p>                |
| <p>Annual Governance &amp; Accountability Return form</p>   | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See below**</p>                |
| <p>Annual statutory report by auditor (internal and external)</p>   | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See schedule of Charges **</p> |
| <p>Finalised budget</p>   | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See schedule of Charges **</p> |
| <p>Precept request</p>  | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See schedule of charges **</p> |
| <p>Financial Standing Orders and Regulations</p>  | <p>Available free on website address <a href="https://wickhambrook-pc.gov.uk/finance">https://wickhambrook-pc.gov.uk/finance</a> or hard copy from Clerk*</p> | <p>See below **</p>               |

| <b>Information to be published</b>  | <b>How the information can be obtained</b>   | <b>Cost</b>                             |
|---|--|---|
| Grants given and received   | Available free on website address <a href="https://wickhambrook-pc.gov.uk/">https://wickhambrook-pc.gov.uk/</a> or hard copy from Clerk*   | See below **                            |
| List of current contracts awarded and value of contract                                   | Hard copy – contact Clerk  | See schedule of charges **              |
| Members’ allowances and expenses  | Hard copy – contact Clerk  | See schedule of charges **              |
| <b>Class 3 – What our priorities are and how we are doing</b>                             |  |   |
| Parish Plan (summary document)  | Available free on website address <a href="https://wickhambrook-pc.gov.uk/page/council-wide-plans/">https://wickhambrook-pc.gov.uk/page/council-wide-plans/</a> or hard copy from Clerk*   | See below **<br>See schedule of charges |
| Annual Report to Parish or Community Meeting  | Available free on website address <a href="https://wickhambrook-pc.gov.uk/meetings/annual-parish-meeting-thursday-30th-april-at-730pm/">https://wickhambrook-pc.gov.uk/meetings/annual-parish-meeting-thursday-30th-april-at-730pm/</a> or hard copy from Clerk* | See below **<br>See schedule of charges |
| Local charters drawn up in accordance with DCLG guidelines – (none at present)            | Available free on website address <a href="https://wickhambrook-pc.gov.uk">https://wickhambrook-pc.gov.uk</a> or hard copy from Clerk*   | See schedule of charges **              |
| <b>Class 4 – How we make decisions</b>  |  |   |
| Limited to current and previous 4 years only  |  |   |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Available free on website address <a href="https://wickhambrook-">https://wickhambrook-</a>  |   |

| Information to be published   | How the information can be obtained  | Cost                            |
|---|--|---------------------------------|
|   | <a href="http://pc.gov.uk/meetings">pc.gov.uk/meetings</a> or hard copy from Clerk*  | See schedule of charges **      |
| Agendas of meetings   | Available free on website address <a href="https://wickhambrook-pc.gov.uk/meetings">https://wickhambrook-pc.gov.uk/meetings</a> or hard copy from Clerk* | See schedule of charges **      |
| Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)           | Available free on website address <a href="https://wickhambrook-pc.gov.uk/meetings">https://wickhambrook-pc.gov.uk/meetings</a> or hard copy from Clerk* | See schedule of charges **      |
| Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) | Available free on website address <a href="https://wickhambrook-pc.gov.uk/meetings">https://wickhambrook-pc.gov.uk/meetings</a> or hard copy from Clerk* | Free<br>See schedule of charges |
| Responses to consultation papers  | On request to the Clerk  | See below *                     |
| Responses to planning applications (note these are reported in the minutes)                                       | Available on <a href="#">West Suffolk Planning Portal</a>  | See below *                     |
| Bye-laws (none at present)  | On Request to the Clerk  | See below*                      |
| <b>Class 5 – Our policies and procedures</b><br><br>Current information only                                      |  |                                 |

| Information to be published   | How the information can be obtained  | Cost         |
|---|--|--------------|
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Code of Conduct<br>Policy statements  | Available free on website address<br><a href="https://wickhambrook-pc.gov.uk/parish-council/documents/">https://wickhambrook-pc.gov.uk/parish-council/documents/</a><br>or hard copy from Clerk*   | See below ** |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Available free on website address<br><a href="https://wickhambrook-pc.gov.uk/parish-council/governance/">https://wickhambrook-pc.gov.uk/parish-council/governance/</a><br>or hard copy from Clerk* | See below ** |
| Records management policies (records retention, destruction and archive)  | Available free on website address<br><a href="https://wickhambrook-pc.gov.uk/parish-council/governance">https://wickhambrook-pc.gov.uk/parish-council/governance</a><br>or hard copy from Clerk*   | See below**  |
| Schedule of charges (for the publication of information)  | attached to this register  | See below ** |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only   |  |              |
| Any publicly available register or list   | Hard copy – contact Clerk *  | See below**  |
| Assets Register   | Available free on website address<br><a href="https://wickhambrook-">https://wickhambrook-</a>   | See below ** |

| Information to be published   | How the information can be obtained   | Cost         |
|---|---|--------------|
|   | <a href="https://www.wickhambrook-pc.gov.uk/parish-council/governance">pc.gov.uk/parish-council/governance</a><br>or hard copy from Clerk*                                      |              |
| Disclosure log (indication the information that has been provided in response to requests)                            | on request to the Clerk *   | See below**  |
| Register of members' interests  | link available via website<br><a href="https://www.wickhambrook-pc.gov.uk/people/">https://www.wickhambrook-pc.gov.uk/people/</a>   |              |
| Register of gifts and hospitality   | On request to the parish Clerk*   | See below**  |
| <b>Class 7 – The services we offer</b><br><br>Current information only  |   |              |
| Burial grounds and closed churchyards (for fees and charges & policies)   | Available free on website address<br><a href="https://www.wickhambrook-pc.gov.uk/page/services/">https://www.wickhambrook-pc.gov.uk/page/services/</a> or hard copy from Clerk* | See below**  |
| Play area and recreational facilities   | Available free on website address<br><a href="https://www.wickhambrook-pc.gov.uk/page/services/">https://www.wickhambrook-pc.gov.uk/page/services/</a> or hard copy from Clerk* | See below ** |
| Seating, litter bins and memorials.   | on request to Parish Clerk  | See below**  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | <a href="https://www.wickhambrook-pc.gov.uk/page/services/">https://www.wickhambrook-pc.gov.uk/page/services/</a> Hard copy – contact Clerk                                     | See below ** |

| Information to be published   | How the information can be obtained | Cost        |
|---|-------------------------------------|-------------|
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |                                     |             |
| Members' Declarations of Acceptance of Office   | On request to parish clerk          | See below** |
| Job descriptions  | On request to parish clerk          | see below** |

**\*Requests for Information:**

Requests for information should be made to the Parish Clerk, Hilary Workman

Telephone: 07508 039810

Post: 3 Farriers Close, Great Barton, Bury St Edmunds, Suffolk IP31 2FP

Email: clerk@wickhambrook-pc.gov.uk

**\*\*Note that in the above scheme,** for certain classes a limitation on the age of some documents has been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

**Schedule of Charges**

**This describes how the charges have been arrived at and is published as part of the guide**

| Type of Charge    | Description  | Basis of Charge – cost of stationery & admin time |
|-------------------|--|---|
| Disbursement cost | Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour) | Actual Cost                                       |
|                   | Postage  | Actual cost of Royal Mail                         |
| Statutory fee     |  | In accordance with the relevant legislation       |

These charges are adopted for all Freedom of Information requests but those that include information not included in this model publication scheme may be subject to a £25.00 per hour charge for detailed research.