



## **SOUTH WONSTON PARISH COUNCIL FREEDOM OF INFORMATION MODEL PUBLICATIONS SCHEME**

Adopted Sept 2009

Reviewed January 2019

The Parish Council adopted the Model Publication Scheme, which came into effect from 1st January 2009. The Scheme enables members of the public to view and access information held by the Parish Council.

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.

## **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.

## **OBTAINING INFORMATION AND INFORMATION HELD**

There are three ways to obtain information:

### **1. Parish Council website**

The website holds the type of information which the Council routinely publishes e.g. Agendas and Minutes. The information you want may already be included in the Publication Scheme – so please check the documents on the website first.

### **2. Inspect documents held by the Clerk** If you wish to view certain documents; you should contact the Clerk, either via the facility on the website, by telephone, or in writing. Some documents could require some time to locate, so it may be necessary to make an appointment.

### **3. Individual written request** If the information is not included in the Publication Scheme or on the web site, you may send a written request to:

- The Parish Clerk, South Wonston Parish Council, PO Box 324, South Wonston, Hampshire, SO21 3WB
- Your request must include your name, address for correspondence, and a description of the information you require.

**COUNCIL'S RESPONSE TO A WRITTEN REQUEST** Within 20 working days of receipt of your written request the Council will:

- Confirm to you whether or not it holds the information.
- Advise you if a fee will be charged.
- Provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

**FEES** The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £19.64 (2018/19 salary) per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- Refuse the request; or
  - Comply with the request and charge for allowable costs as prescribed in the Regulations; or
  - Comply with the request free-of-charge.
3. If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:
- A fee notice will be sent to the applicant requesting the appropriate fee.
  - The request will not be answered until the fee has been received.
  - If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
  - Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

**EXEMPTIONS** Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the General Data Protection Regulation (GDPR), or commercially confidential information.

**FURTHER HELP** If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

**COMPLAINTS** If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above.

If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire  
SK9 5AF

Tel: 01625 545700 E-mail: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

## Information available from South Wonston Parish Council under the model publication scheme

Reviewed 14.1.19 – No Changes

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website/Hard Copy	Free/10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	Free/10p per A4 sheet
Location of main Council office and accessibility details	Website/Hard Copy	Free/10p per A4 sheet
Staffing structure	Website/Hard Copy	Free/10p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy	10p per A4 sheet
Finalised budget	Hard Copy	10p per A4 sheet
Precept	Hard Copy	10p per A4 sheet
Financial Standing Orders and Regulations	Hard Copy	10p per A4 sheet
Grants given and received	Hard Copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 sheet
Members' allowances and expenses	Hard Copy	10p per A4 sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website/Hard Copy	Free/£4 each
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	10p per A4 sheet
Quality status	Not adopted	
Local charters drawn up in accordance with DCLG guidelines	None held	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice Boards/Hard Copy	Free/Free/10p per A4 sheet
Agendas of meetings (as above)	Website/Notice Boards/Hard Copy	Free/Free/10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	Free/10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	10p per A4 sheet
Responses to planning applications	Hard Copy	10p per A4 sheet
Bye-laws	None	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders, including Committee terms of reference and delegated authority in respect of officers and Code of Conduct</p>	Hard Copy	10p per A4 sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services, equality and diversity policy, Health &amp; safety policy, recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information, complaints procedures (including those covering requests for information and operating the publication scheme)</p>	National guidelines followed  Hard Copy	  10p per A4 sheet
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>	Hard Copy	10p per A4 sheet
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	Website/Hard Copy	Free/10p per A4 sheet



<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held	
Assets Register	Hard Copy	10p per A4 sheet
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 held	
Register of members' interests (included in Minutes)	Website/Hard Copy	Free/10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	None held	
Burial grounds and closed churchyards	None held	
Community centres and village halls	Website/Hard Copy	Free/10p per A4 sheet
Parks, playing fields and recreational facilities	Website/Hard Copy	Free/10p per A4 sheet
Seating, litter bins, lighting	Hard Copy	10p per A4 sheet
Bus shelters	Hard Copy	10p per A4 sheet
Markets	None held	
Public conveniences	None held	
Agency agreements	None held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. pavilion hire charges)	Website/Hard Copy	Free/10p per A4 sheet

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## 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
<b>Disbursement cost</b>	Photocopying @ 10p per A4sheet (black & white)	Actual cost *
	Photocopying @ 20p 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
<b>Other</b>		

\* the actual cost incurred by the public authority

### Contact details:

Mrs Rachael Jones  
 Clerk to South Wonston Parish Council  
 PO Box 324  
 Winchester  
 SO21 3WB

Telephone: 01962 889072  
 Email: [clerk@southwonston-pc.gov.uk](mailto:clerk@southwonston-pc.gov.uk)