

# WHYTELEAFE VILLAGE COUNCIL

## PUBLICATION SCHEME

### INTRODUCTION

#### The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

#### Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Whyteleafe Parish Council adopted the generic model publication scheme at their Council meeting on 12<sup>th</sup> January 2009. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

#### Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

#### The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by appointment where much of the information can be viewed free of charge.

#### 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.

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 WHYTELEAFE VILLAGE COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

### Classes of Information:

<b>Class 1 - Who we are and what we do</b> (Current information relating to organisational information, structures, locations and contacts)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	Website <a href="http://www.whyteleafevillagecouncil.gov.uk">www.whyteleafevillagecouncil.gov.uk</a>	nil
	Notice boards (situated at Whyteleafe Hill opposite Whyteleafe School, Godstone Road near the Post Office and Whyteleafe Recreation Ground.	nil
	The Clerk	nil
Contact details for Clerk and Council members - email and telephone	Website & notice boards as above	nil
	The Clerk	nil
Location of main Council office and accessibility details	N/A	N/A
Staffing structure (if applicable)	The Clerk	nil

## **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 years)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	The Clerk / website	see schedule below
Finalised budget	The Clerk / website	see schedule below
Precept	The Clerk / website	nil
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	The Clerk / website	see schedule below
Grants given and received	The Clerk	nil
List of current contracts awarded and value of contract (if applicable)	The Clerk	nil
Members' allowances and expenses (if applicable)	N/A	N/A

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan (current and previous year as a minimum)	The Clerk / Website	nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk	nil

Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions for the current and previous council years)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, committee/sub-committee and annual parish)	The Clerk / website/ notice boards	nil
Next meeting agenda (available minimum three working days prior to the meeting)	The Clerk / website / notice boards	nil
Minutes of meetings ( <i>note: these will exclude information that is properly regarded as private to the meeting</i> ).	The Clerk / website/ notice boards	nil
Reports presented to council meetings ( <i>note: these will exclude information that is properly regarded as private to the meeting</i> ).	The Clerk	see schedule below
Responses to consultation papers	The Clerk	see schedule below
Responses to planning applications	The Clerk	nil
Bye-laws	N/A	N/A

## **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference (if applicable) Delegated authority in respect of officers (if applicable) Code of Conduct Policy statements (if applicable)	The Clerk / website	nil
<u>Policies and procedures for the provision of services and about the employment of staff (if applicable):</u> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	N/A  The Clerk / website The Clerk / website N/A	N/A  nil nil N/A

Policies and procedures for handling requests for information	The Clerk	See schedule below
Complaints procedures (including those covering requests for information and operating the publication scheme)	The Clerk / website	nil
Information security policy	The Clerk	See schedule below
Records management policies (records retention, destruction and archive)	The Clerk	See schedule below
Data protection (security) policies	The Clerk – by email The Clerk – by post	nil see schedule below
Schedule of charges for the publication of information	The Clerk / website	nil

<b>Class 6 – Lists and Registers</b> (currently maintained lists and registers only)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list ( <i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i> )	N/A	N/A
Assets Register	The Clerk	see schedule below
Disclosure log ( <i>indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils</i> )	N/A	N/A

Register of Members' Interests	The Clerk / website	nil
Register of gifts and hospitality (if applicable)	N/A	N/A

<b>Class 7 – The services we offer</b> (Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public and businesses).		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	The Clerk	See schedule below
Seating, litter bins, clocks, memorials and lighting	The Clerk	See schedule below
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	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)	N/A	N/A

### **Whyteleafe Village Council contact details**

The Clerk, Simon Bold: 07939 403414  
 Email: [clerk@whyteleafevillagecouncil.gov.uk](mailto:clerk@whyteleafevillagecouncil.gov.uk)  
 Website: [www.whyteleafevillagecouncil.gov.uk](http://www.whyteleafevillagecouncil.gov.uk)



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at. A quotation for costs will be provided in advance.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying or printing @ 10p per sheet (black & white)	Actual cost*
	Photocopying or printing @ 20p per sheet (colour)	Actual cost*
	Postage and packing	Actual cost of Royal Mail standard 2 <sup>nd</sup> class or 1 <sup>st</sup> class or special delivery, if requested
<b>Statutory Fees and exemptions</b>	In accordance with the relevant legislation - Freedom of Information Act 200 and Data Protection Act 1998.	

\*actual cost incurred by the public authority

### Internal review and complaints

If an applicant for information is dissatisfied with the way their request has been handled, they may ask the Chairman of the Council to undertake a review. The complaint can be in relation to a refusal to supply information, or failure to respond within time, or failure to provide advice or assistance.

If the complainant is still not satisfied after the internal review has been completed then they may refer the matter to:

### The Information Commissioner contact details

Tel: 084556 306060 or 01625 545745

Website: [www.ico.gov.uk](http://www.ico.gov.uk)