

# Wokingham Without Parish Council



## Freedom of Information Policy and Model Publication Scheme

Version 1.2

## Introduction

Under the Freedom of Information Act 2000 (FOIA), Wokingham Without Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published
- Whether or not a charge is made for such information

Wokingham Without Parish Council has adopted a new publication scheme based on the model provided by the Information Commissioner's Office.

The purpose of the council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the council and to ensure that a significant amount of information is available to the public, without the need for a special request to be made.

Other information is of course available from the council by individual request, under the FOIA and the Data Protection Act 1998 (DPA). If there is information required that does not appear in the council's Publication Scheme, please contact:

Katy Hughes

Clerk to the Council,

Wokingham Without Parish Council

The Lodge, Pinewood Centre, Old Wokingham Road, Wokingham, Berkshire, RG40 3AQ

Tel: 01344 771425    Email: [Clerk@wokinghamwithout-pc.gov.uk](mailto:Clerk@wokinghamwithout-pc.gov.uk)

## Obtaining information

Much of the information listed in the council's Publication Scheme is supplied free of charge and can be downloaded from the council's website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Clerk, or a copy can be requested.

Information available from Wokingham Without Parish Council under the model publication scheme:

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
<b>Organisational information, structures, locations and contacts</b>	
<b>This will be current information only</b>	
Who's who on the Council	Website, hard copy and noticeboards
Named contact details for Parish Clerk and Council members where possible with telephone number and email address (if used)	Website or hard copy
Location of main Council office and accessibility details	Website or hard copy
Staffing structure	Hard copy
<b>Class 2 – What we spend and how we spend it</b>	
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)</b>	
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Website and hard copy
Borrowing Approval letter	Not applicable (as at May 2020)
Grants given and received	Website (within appropriate meeting minutes) and hard copy
Financial Standing Orders and Regulations	Website and hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses (Chairman's allowance only paid)	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
<b>Strategies and plans, performance indicators, audits, inspections and review</b>	
Neighbourhood Plan (work in progress)	Hard copy
Parish Plan	No parish plan in place
Annual Report to Parish or Community Meeting – current and previous year	Hard copy
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	WBC Charter – Hard copy
<b>Class 4 – How we make decisions</b>	
<b>Decision making processes and records of decisions i.e. minutes</b>	
<b>Current and previous council year as a minimum</b>	
Timetable of meetings	Website and hard copy
Agendas of meetings	Website and hard copy
Minutes of meetings (Note: This will exclude minutes categorised as 'part two')	Website and hard copy
Reports presented to council meetings (Note: This will exclude information that is properly regarded as private to the meeting)	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy and LPA website

Bye-laws	None in force (as at May 2020)
<b>Class 5 – Our policies and procedures</b>	
<b>Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)</b>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website and hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Health and Safety policy</li> <li>• Recruitment policies (including current vacancies)</li> </ul>	Website and hard copy
Records management policies (records retention, destruction and archive)	Website and hard copy
Schedule of charges	Website and hard copy
<b>Class 6 – Lists and Registers</b>	
<b>Currently maintained lists and registers only</b>	
Assets Register	Hard copy
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 in existence (as at May 2020)
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	
<b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only)</b>	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Website and hard copy
Parks, playing fields and recreational facilities	Website and hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Not applicable
Markets	Not applicable
Public Conveniences	Website / site map
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable
Recycling Facilities	Website and public noticeboards
Newsletters	Hard copy and website

## Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breach an individual's Data Protection rights.

If information is requested but is covered by an exemption, the Clerk will tell the applicant in writing why the Council has refused the request and quote the relevant exemption(s). If the information requested is not disclosed, the application can ask the Information Commissioner to review the council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted at [www.ico.gov.uk](http://www.ico.gov.uk)

## Data protection

You have the right to request access to the information we have on you. You can do this by contact the Clerk at [clerk@wokinghamwithout-pc.gov.uk](mailto:clerk@wokinghamwithout-pc.gov.uk)

## Charges

Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

A charge may be made for photocopies.