

Wistow Parish Council

Publication Scheme

This Scheme facilitates the release of information from the Council, with the crucial role of providing greater openness and transparency.

Relevant Legislation:

Freedom of Information Act 2000

Information about the Freedom of Information Act is available from the Information Commissioner's Office at www.ico.gov.uk

Introduction:

Under The Freedom of Information Act, it is the duty of every public authority to adopt and maintain a publication scheme, which grants members of the public the right of access to many kinds of recorded information held by the authority.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public, committing the authority to publish information as part of its normal business activities.

Please note, although this scheme sets out information the authority shall publish routinely, information not covered can still be requested from the authority, how to do this is covered below.

The method of publication:

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 by the website, the individual should contact the Parish Council Clerk who will strive to make the information available by other means, for example via Post (although charges may apply in this instance) or over the Phone (this is a service for members of the public who may have needs that make internet access or postal deliveries unsuitable).

In exceptional circumstances some information may be available only by viewing in person, where this manner is specified an appointment to view the information can be arranged with the Clerk within a reasonable timescale.

Classes of Information:

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		

Organisational information, structures, locations and contacts	Parish Council notice boards Parish Council website	None
Who's on the Council and its Committees (if any)	Parish Council website	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Parish Council notice boards Parish Council website By email from Clerk https:// democracy.selby.gov.uk/ mgParishCouncilDetails.aspx? ID=220&LS=3	None
Location of main Council office and accessibility details	Clerk's address is registered 'office', details on website	None
Staffing structure – there is no staffing structure as Council only has one employee (clerk)	N/A	N/A

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 year as a minimum (This would include any borrowing arrangements, where applicable)	Parish Council website & notice boards Parish Council minutes Information also available to public at Parish Council meetings available by request to the Clerk	Photo copying & postal costs where appropriate
Annual return form and report by auditor	Parish Council website & notice boards Information also available to public at Parish Council meetings	Photo copying & postal costs where

	available by request to the Clerk	appropriate
Finalised budget Including Members' allowances and expenses, if any	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings available by request to the Clerk	Photo copying & postal costs where appropriate
Precept	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying & postal costs where appropriate
Financial Standing Orders and Regulations	Parish Council website Hard copy available on request to the Clerk	Photo copying & postal costs where appropriate

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum	Parish Council website	None
Parish Plan (current, including updates, and previous if relevant)	Parish Council website Available on request to the	Photo copying & postal costs where appropriate

	Clerk	
Annual Report to Parish Meeting (current and previous year as a minimum)	Minutes Parish Council website Available on request to the Clerk	Photo copying & postal costs where appropriate

Class 4 – How we make decisions		
Decision making processes and records of decisions, including by-laws, if applicable Current and previous council year as a minimum	Parish Council website Parish Council minutes Parish Council Standing Orders Parish Council financial Regulations	None
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council website Parish Council notice boards Parish Council minutes	None
Agendas of meetings	Parish Council website Parish Council notice boards	None
Minutes of meetings – n.b. This will exclude information that is properly regarded as private to the meeting.	Parish Council website Parish Council notice boards	None
Reports presented to council meetings – n.b. This will exclude information that is properly regarded as private to the meeting.	Parish Council website Parish Council minutes	None

Responses to consultation papers	Parish Council minutes, Website Notice Boards	None
Responses to planning applications	Parish Council minutes, on website and notice boards www.selby.gov.uk/view-applications-public-access	None

Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Parish Council website	None
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officer (see Standing Orders and Financial Regulations)</p> <p>Code of Conduct</p>	Parish Council website	None
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Grievance and Disciplinary, Bullying and Harassment Policies Equal Opportunities, Equality and Diversity policies</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Parish Council website;</p> <p>And available by request to the Clerk</p>	Photo copying & postal costs where appropriate
Records management policies (records retention, destruction and archive)	Parish Council	Photo

	Website Available by request to the Clerk	copying & postal costs where appropriate
Data protection policies, including GDPR related information	Parish Council website Available by request to the Clerk	Photo copying & postal costs where appropriate

Class 6 – Lists and Registers		
Currently maintained lists and registers only	Parish Council website	None
Assets register	Parish Council website	None
Register of members' interests	https://democracy.selby.gov.uk/mgParishCouncilDetails.aspx?ID=220&LS=3	None

Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters) Current information only	Parish Council website (some information may only be available by inspection please contact Parish Clerk)	None
Green Spaces and recreational facilities	As above	None

Seating and lighting	As above	None
Periodic consultations, as and when carried out	Parish Council minutes & website	None

Notes on Charges:

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:
 1. Photocopying (15p per photocopy-based on actual cost of copying)
 2. Postage and packaging (This shall be based on Royal Mail second class postage costs and price of envelopes)
 3. the costs directly incurred as a result of viewing information

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 from the Parish Clerk, the request will be considered in accordance with the provisions of the Freedom of Information Act and the Data Protection Act 2018 and the Clerk shall reply within 14 days of receiving the request.

Please contact the Clerk by either emailing: wistowparishcouncilselby@outlook.com or by post at: 5 Wolsey Grange, Cawood, North Yorkshire, YO8 3SB