

## **Freedom of Information Act 2000**

This page consists of information on the Freedom of information Scheme, Council's Standing Orders and The Code of Conduct for Members

### **Watchfield Parish Council**

#### **Freedom of Information**

This Publication Scheme was adopted by Watchfield Parish Council on Tuesday 18th December 2012 and is operational from 1st January 2013.

The Policy is reviewed annually, last adopted 21.02.2023

#### **Introduction**

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council 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.

**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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- 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**

1. The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Parish Council's 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 Parish Council will indicate how information can be obtained by other means and provide it by those means.
3. 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.
4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.
5. 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.
6. Charges which may be made for Information published under this scheme.
7. 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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.
8. Material which is published and accessed on a website will be provided free of charge.
9. Charges will be made for information subject to a charging regime specified by Parliament.
10. Charges will be made for actual disbursements incurred such as: -

- Photocopying
  - Postage and Packaging
  - The costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.
11. Charges will 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.
12. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

### **Written Requests**

Information held by the Parish Council 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.

### **PERSONAL INFORMATION – STORING AND ACCESSING DATA**

WPC may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer. The Parish Council is aware that people have the right to access any information that is held about them.

If a person requests to see any data that is being held about them,

- They must be sent all of the information that is being held about them .
- There must be explanation for why it has been stored .
- There must be a list of who has seen it -- It must be sent within one month

Requests that are manifestly unfounded or excessive may be refused or a charge made -- If a request is refused, a reason must be given. If an individual request that their data is rectified or erased, this will be carried out.

## Information available from Watchfield Parish Council under the Model Publication Scheme

1st January 2013

| Information to be published   | How the information can be obtained        | Cost                  |
|---|--|-----------------------|
| <b>Class1 - Who we are and what we do<br/>(Organisational information, structures, locations and contacts)<br/>(Current information only)</b>   | (website and/or hard copy)                 |                       |
| Who's who on the Council and its Committees   | Website<br>www.watchfield.org<br>Hard copy | Free<br>10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website<br>Hard copy                       | Free<br>10p per sheet |
| Location of main Council office and accessibility details   | Website<br>Hard copy                       | Free<br>10p per sheet |
| Staffing structure-   | Website<br>Hard copy                       | Free<br>10p per sheet |
| <b>Class 2 – What we spend and how we spend it<br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br/>(Current and previous financial year as a minimum)</b> | (hard copy and/or website)                 |                       |
| Annual return form and report by auditor  | Website<br>Hard copy                       | Free<br>10p a sheet   |
| Finalised budget  | Website<br>Hard copy                       | Free<br>10p a sheet   |
| Precept   | Website<br>Hard copy                       | Free<br>10p a sheet   |
| Borrowing Approval letter   | Hard copy                                  | 10p per sheet         |
| Financial Standing Orders and Regulations   | Website<br>Hard copy                       | 10p per sheet         |
| Grants given and received   | Hard copy                                  | 10p per sheet         |

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| List of current contracts awarded and value of contract  | Hard copy  | 10p per sheet         |
| Members' allowances and expenses   | Website<br>Hard copy   | 10p per sheet         |
| <b>Class 3 – What our priorities are and how we are doing</b><br><b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>          | (hard copy and/or website)   |                       |
| <b>Parish Plan (current and previous year as a minimum)</b>  | <b>Not applicable</b>  |                       |
| Annual Report to Parish or Community Meeting<br>(current and previous year as a minimum)   | Website<br>Hard copy   | Free<br>10p per sheet |
| <b>Quality status</b>  | <b>Not applicable</b>  |                       |
| <b>Local charters drawn up in accordance with DCLG guidelines</b>  | <b>Not applicable</b>  |                       |
| <b>Class 4 – How we make decisions</b><br><b>(Decision making processes and records of decisions)</b><br><b>(Current and previous council year as a minimum)</b> | (hard copy and/or website)   |                       |
| Timetable of meetings (Council, any committee/sub-committee meetings, parish meetings and working groups)  | Web-site<br>Hard copy  | Free<br>10p a sheet   |
| Agendas of meetings of the Parish Council and Sub-Committees   | Web-site<br>Parish<br>Noticeboards<br>Hard copy at meeting                         | Free<br>Free<br>Free  |
| Minutes of meetings of the Parish Council and Sub-Committees<br><br>NB: this will exclude information that is properly regarded as private to the meeting.       | Web-site<br>Hard copy of the minutes of the previous meeting, at the next meeting. | Free<br>10p a sheet   |
| Reports presented to council meetings<br>NB: this will exclude information that is properly regarded as private to the meeting.                                  | Hard copy  | 10p per sheet         |
| Responses to consultation papers   | Website<br>Hard copy   | 10p per sheet         |
| Responses to planning applications   | Website<br>Hard copy   | Free<br>10p per sheet |
| Bye-laws   | Website  | 10p per               |

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|   | Hard copy  | sheet                 |
| <b>Class 5 – Our policies and procedures<br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br/>(Current information only)</b> | (hard copy and/or website)   |                       |
| Policies and procedures for the conduct of council business:  |  |                       |
| Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements                    | Website/<br>Hard Copy  | 10p per sheet         |
| Policies and procedures for the provision of services and about the employment of staff:  |  |                       |
| Internal policies relating to the delivery of services  |  |                       |
| Equality and diversity policy<br>Health and Safety policy<br>Recruitment policies (including current vacancies)   | Website<br>Hard Copy   | 10p per sheet         |
| Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme)       | Website<br>Hard Copy   | 10p per sheet         |
| Information security policy   | Not available as still to be drafted for approval                                |                       |
| Records management policies (records retention, destruction and archive)  | Hard copy  | 10p per sheet         |
| Data protection policies  | Website  | Free<br>10p per sheet |
| Schedule of charges (for the publication of information)  | Hard copy  | 10p per sheet         |
| <b>Class 6 – Lists and Registers<br/>Currently maintained lists and registers only</b>  | (Hard copy and/or website; some information may only be available by inspection) | Free<br>10p per sheet |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances   |  |                       |

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| existing access provisions will suffice)   |  |                             |
| Assets Register  | Hard copy  | 10p a sheet                 |
| <b>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)</b>                                | <b>Not applicable</b>  |                             |
| Register of members' interests   | Website link to VoWHDC<br>Hard copy  | Free<br>10p a sheet         |
| Register of gifts and hospitality  | Hard copy  | 10p per sheet               |
| <b>Class 7 – The services we offer<br/>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br/>Current information only</b> | (Hard copy and/or website; some information may only be available by inspection) |                             |
| Allotments   | Website<br>Hard copy   | Free<br>10p a sheet         |
| <b>Burial grounds and closed churchyards</b>   | Website<br>Hard copy   | Free<br>10p a sheet         |
| <b>Community centres and village halls</b>   | <b>Not applicable</b>  |                             |
| Parks, playing fields and recreational facilities  | Website<br>Hard copy<br><br>Inspection of files as agreed with the Clerk         | Free<br>10p a sheet<br>Free |
| Seating, litter bins, clocks, memorials, lighting (Details in Asset Register)  | Hard copy  | 10p a sheet                 |
| Bus shelters (Details in Asset Register)   | Hard copy  | 10p a sheet                 |
| <b>Markets</b>   | <b>Not applicable</b>  |                             |
| <b>Public conveniences</b>   | <b>Not applicable</b>  |                             |
| <b>Agency agreements</b>   | <b>Not applicable</b>  |                             |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)   | Hard copy  | 10p a sheet                 |
| <b>PERSONAL INFORMATION –<br/>WPC may hold information about individuals such</b>  | Held by the Clerk  | Free                        |

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| <b>as their addresses and telephone numbers.</b>   |  |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above: |  |  |
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**Contact details: [clerk@wathcfield.org](mailto:clerk@wathcfield.org)**

**All requests for hard copies should be made by e-mail or in writing to the:**

**Clerk to Watchfield Parish Council,  
Watchfield Village Hall,  
Chapel Hill,  
Watchfield,  
Oxfordshire,  
SN6 8TA**

#### **SCHEDULE OF CHARGES**

| <b>Type of Charge</b>    | <b>Description</b>   | <b>Basis of Charge</b>  |
|--------------------------|--|---|
| <b>Disbursement cost</b> | Photocopying @ 10p per single-sided sheet (black & white)                                  | Actual cost *   |
|                          | Photocopying in colour (where possible)<br><br>Price per single sided sheet on application | Actual cost*  |
|                          | Postage  | Actual cost of Royal Mail. All correspondence will be sent by standard 2nd class mail. If 1st class post is requested this will be charged at the appropriate rate. |
| <b>Statutory Fee</b>     | <b>Not applicable</b>  | <b>In accordance with the relevant legislation (quote the actual statute)</b>   |
| Other                    | Copies of archived items held by Berkshire County archives,                                | Cost on application to Reading Archive*   |



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|  | Reading. |  |
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POLICY REVIEWED AND AGREED 2023