

Publication Scheme

Westmill Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by the Information Commissioner's Office.

Westmill Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

Westmill Parish Council will make the information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website - such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

WESTMILL PARISH COUNCIL PUBLICATION SCHEME

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (This will be current information only) Organisational information, structures, locations and contacts	Website
Who's who on the Council	Website
Contact details for Parish Clerk and Council members	Website
Staffing structure	Website
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	Website/available on request from Parish Clerk during Exercise of Public Rights
Annual return form and report by auditor	Website/available on request from Parish Clerk during Exercise of Public Rights
Precept	Website
Financial Standing Orders and Regulations	Website
Members' allowances and expenses	Website
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year	Website
Annual Report to Parish Meeting (current and previous year)	Website
Class 4 – How we make decisions Decision making processes and records of decisions and previous year	Current Website
Timetable of meetings (Council and any committee/sub committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website

WESTMILL PARISH COUNCIL PUBLICATION SCHEME

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website
Responses to consultation papers	Website
Responses to planning applications	Website

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website
Policies and procedures for the conduct of council business: Procedural standing orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct, Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Website

Class 6 – Lists and Registers Currently maintained lists and registers only	Website; some information may only be available by inspection
Assets register	Website
Register of members’ interests	Website
Register of gifts and hospitality	Website

WESTMILL PARISH COUNCIL PUBLICATION SCHEME

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	Website; some information may only be available by inspection
Seating, litter bins and lighting	Website
Village pump	Website

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
Disbursement cost	Photocopying @ 20p per sheet (colour)	Actual cost
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees	Charges for information subject to a charging regime by Parliament	In accordance with the relevant legislation (quote the actual statute)