

Wincham Parish Council

PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 (FOIA) and the General Data Protection Regulation 2018 deal with access to official documents and gives individuals or organisations the right to request information from any public authority.

The Information Commissioner's Office has produced a Model Publication on Scheme which has been adopted in full by Wincham Chapel Parish Council on 20 March 2019. The scheme sets out the classes of information which must be available to the public. The Model Publication Scheme can be viewed on the Parish website.

There is no specific requirement as to how the information is to be available and, as Wincham Parish Council has a website, the majority of the information is provided through this medium.

The Information Commissioner's Office website offers further guidance on the Freedom of Information Act www.ico.gov.uk. Classes of Information

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

This will include names of Councillors, roles e.g. Chairman of the Council, Chairmen of committees of the Council; Council structure; staffing structure; locations and accessibility details and staff contact details. All are available on the website, or via the Clerk at winchampc@talktalk.net

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit.

Financial Information and Financial Standing Orders and Regulations are available on the web site or via the Clerk. Viewing the annual return is available by appointment with the Clerk; details will be posted on the public notice board.

3. What are priorities are and how we are doing

Strategies and plans, performance indicators, audits and inspections and reviews.

These include policy statements issued by the Council and responses to consultation papers. These are available in the minutes and web site or via Clerk.

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Through the minutes and newsletter.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities

All available on the website.

6. **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority

Any information held by the Parish Council has specific guidelines from the local authority.

7. **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases.

A description of the services offered. Through the website and newsletter.

Charges, further information or clarification can be sought by contacting the Clerk at winchampc@talktalk.net.

The table describes how charges have been arrived at:

Photocopying @ 10p per sheet (black and white)

Photocopying @ 15p per sheet (colour)

Postage Actual cost of Royal Mail 2nd Class

Further information or clarification can be sought by contacting the Clerk of the Council at winchampc@talktalk.net

Approved by Council on 20 March 2019 (Item 27(v) of the Agenda)

Ian Parr

Chairman of Wincham Parish Council

Naomi Morris

Clerk of Wincham Parish Council

Dated

.....20 March 2019.....