



Freedom of Information / Publication Scheme Policy

Introduction

This publication scheme commits the 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 Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council 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 that is held by the Council 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 Council 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

Class One – Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

Class Two – What we spend and how we spend it: Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

Class Three – What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

Class Four – How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five – Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Class Six – Lists and Registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven – Services we Offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information the Council will not generally release 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.

Method of Publication

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges

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 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:

- photocopying
- postage and packaging
- costs directly incurred as a result of viewing information.

Charges may 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.

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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests will adhere to the ICO's published guidance: ico.org.uk/for-organisations/foi/

The Council must comply promptly with a request no later than 20 working days following the date of receipt of the request. The Information Commissioner interprets this to mean that 'day 1' is the first working day after the request has been received.

However, there is provision that we may claim a reasonable extension to this limit, up to an additional 20 working days, if more time is needed to consider the public interest test. Section 10 also allows some variations to the normal 20-working-day timescale in some limited circumstances.

Responses to FOIs will be published on the Council's website: haydonwick.gov.uk/transparency.

Contact Details

If you require a paper version of any information or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively, you can visit our Website www.haydonwick.gov.uk

Email: clerk@haydonwick.gov.uk
Tel: 01793 722446

Contact Address:
Haydon Wick Parish Council
Council Offices
Thames Avenue
Haydon Wick
Swindon
SN25 1QQ

To help us to process requests quickly, please mark your correspondence "Publication Scheme Request".

If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact Haydon Wick Parish Council to ask if we have it.

Annex A – Published Information

Information to be Published	How Information can be obtained	Cost (hard copy only) Website free
Class 1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> This will be current information only.		
Who's who on the Council and its Committees	Hard copy / electronic / online	10p per A4 Sheet
Contact details for Chief Officer and Council members	Hard copy / electronic / online	10p per A4 Sheet
Location of main Council office and accessibility/contact details	Hard copy / electronic / online	10p per A4 Sheet
Staffing structure	Hard copy / electronic / online	10p per A4 Sheet
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy / electronic / online	10p per A4 Sheet
Finalised budget	Hard copy / electronic / online	10p per A4 Sheet
Precept	Hard copy / electronic / online	10p per A4 Sheet
Standing Orders and Financial Regulations	Hard copy / electronic / online	10p per A4 Sheet
Grants given and received	Hard copy / electronic / online	10p per A4 Sheet
List of current contracts awarded and value of contract	Hard copy / electronic / online	10p per A4 Sheet
Members' allowances and expenses	Hard copy / electronic / online	10p per A4 Sheet
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Annual Parish Meeting Report <i>(current and previous year as a minimum)</i>	Hard copy / electronic / online	£2.00
Local Council Award Scheme Status	Hard copy / electronic / online	10p per A4 Sheet
Community Led Action Plan	Hard copy / electronic / online	10p per A4 Sheet

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Hard copy / electronic / online	10p per A4 Sheet
Agendas of meetings	Hard Copy / available online (until meeting held) / electronic. Published on noticeboards 3 clear days prior to meeting.	10p per A4 Sheet
Minutes of meetings	Hard copy / electronic / online	10p per A4 Sheet
Reports presented to council meetings		
NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy / available online (certain reports) / electronic.	10p per A4 Sheet
Responses to consultation papers	Hard copy / electronic	10p per A4 Sheet
Responses to planning applications	Hard copy / electronic / available as part of Planning & Highways Committee minutes online. All comments can be viewed at Swindon Borough Council's Planning Portal	10p per A4 Sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

All adopted policies not solely relating to employment of staff	Hard copy / electronic / online	
All adopted policies relating solely to the employment of staff	Hard copy / electronic	10p per A4 Sheet
Schedule of adopted Policies	Hard copy / electronic / online	

Class 6 – Lists and Registers**Class 7 – Services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Currently maintained lists and registers only

Assets Register	Hard copy / electronic / online	10p per A4 Sheet
Register of members' interests	Available by inspection only or Swindon Borough Council website.	10p per A4 Sheet
Register of gifts and hospitality	Hard copy / inspection	10p per A4 Sheet

