

## WESTFIELD PARISH COUNCIL

### **FREEDOM OF INFORMATION PUBLICATION SCHEME**

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Westfield Parish Council formally adopts the Model Publication Scheme, outlined below.

The Protection of Freedoms Act 2012 requires councils to publish datasets disclosed as a result of freedom of information requests. This duty is subject to discretion on the part of the Council not to publish datasets where a council is satisfied that it is not appropriate for the dataset to be published.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Westfield Parish Council is made readily available to the public, either free of charge or on payment.

Information is available for inspection at Westfield Parish Council office, The Oval Office, Cobblers Way, Westfield BA3 3BX (excluding Bank Holidays) from 10 am to 4pm, Monday to Thursday. As the Parish Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC

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Location of main Council office and accessibility details	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Staffing structure	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor – Statement of Accounts	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Finalised budget	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Precept	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Borrowing Approval letter	n/a	FOC
Financial Standing Orders and Regulations	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Grants given and received	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	FOC
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Quality status	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	

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Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Agendas of meetings (as above)	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Responses to consultation papers	Available from the WPC Office	10 per page
Responses to planning applications	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or 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	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Policies and procedures for the provision of services and about the employment of staff:	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC

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Internal policies relating to the delivery of services Equalities policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	n/a	FOC
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
Schedule of charges (for the publication of information)	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	FOC
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available to view at WPC office	n/a
Assets Register	<a href="http://www.westfieldparishcouncil.co.uk">www.westfieldparishcouncil.co.uk</a>	
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)	n/a	
Register of members' interests	Available to view at WPC office	n/a
Register of gifts and hospitality	Available to view at WPC office	n/a
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

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Allotments	www.westfieldparishcouncil.co.uk	FOC
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	FOC
Parks, playing fields and recreational facilities	www.westfieldparishcouncil.co.uk	FOC
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	FOC
Public conveniences	n/a	FOC
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

**Contact details: Lesley Welch, Parish Clerk, Westfield Parish Council, The Oval Office, Cobblers Way, Westfield BA3 3BX. Tel. 01761 410669. E mail Lesley.welch@westfieldparishcouncil.co.uk**

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup>

Review History	To be reviewed annually
First Draft to F&P	18 3 15
Agreed by Council	7 4 15
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Parish Council	2 5 17
Reviewed by Parish Council, no changes	8/5/18

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<b>Date of next review</b>	<b>May 2019</b>
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