



Wing Parish Council Publication Scheme

1. Availability

Wing Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular reasons relating to the Data Protection Act 1998 and the privacy of individuals.

The sort of information Wing Parish Council holds is listed in its Publication Scheme.

Please note that requests must be about specific information. This does not mean copies of documents.

2. Confidentiality

Wing Parish Council will not classify information as **CONFIDENTIAL** without clear justification for doing so, as provided for under the terms of Freedom of Information legislation.

Adopted and Approved at the meeting of Wing Parish Council held on 31st October 2017

3. Equality

Wing Parish Council will make the information requested available in any reasonable format appropriate to a person's physical, social or educational circumstances, or first language.

4. Charges

As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Wing Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.

If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Wing Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

5. Contact us

To make a request for information please contact the Parish Clerk.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk	Website
Staffing structure	website
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>	
Annual return form and report by auditor	Website
Finalised budget	Hard Copy
Precept	Hard copy
Financial Standing Orders and Regulations	Hard copy
Grants given and received	Website
List of current contracts awarded and value of contract	Hard copy
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Neighbourhood Plan 2015	Website
Annual Report to Parish or Community Meeting	Website

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Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>	
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) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website
Responses to planning applications	Hard copy
Bye-laws	Website
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
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

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Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity 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)	Hard copy
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard Copy
Schedule of charges (for the publication of information)	Website
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only)</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets register	By inspection
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)	By inspection
Register of members' interests	Website
Register of gifts and hospitality	By inspection

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Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Agency agreements	By inspection

Contact details: Wing Parish Clerk wingparishclerk@gmail.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 50 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

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