



9 Warmstone Close, Waddesdon, Aylesbury, Bucks, HP18 0NR
Tel: 01296 651800 email: clerk@waddesdonparishcouncil.gov.uk

Publication Scheme Policy

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. This Parish Council adopted the Publication Scheme Policy at its meeting held on 17th February 2016 and it will be reviewed and updated on an annual basis.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us. Our scheme for publishing information (either in print or on the web) commits us:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The classes of information will not generally 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.
- All commercially sensitive information eg quotations, tenders, loan documentation and insurance policies.

In accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk	Website / Noticeboard	
Staffing structure	Website	
Class 2 – What we spend and how we spend it (Current and previous financial year)		
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Financial Regulations	Website / Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year)	Being developed	
Annual Report to Parish or Meeting (current and previous year)	Website / Newsletter	
Class 4 – How we make decisions		
Timetable of meetings	Website / Noticeboard	
Agendas of meetings (as above)	Website / Noticeboard	
Minutes of meetings (as above)	Website	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Personal Inspection	£25 per hour
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Code of Conduct Policy statements	Website	
Policies and procedures for the provision of services and about the employment of staff: Internal 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	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies ¹	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Assets register	Website	
Register of members' interests	Website	
Register of gifts and hospitality	Personal inspection	£25 per hour

Class 7 – The services we offer		
Allotments	Hard copy	
Burial grounds and closed churchyards	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy	

ADDITIONAL INFORMATION		
<p>All requests to view records must be in writing and with 20 days notice.</p> <p>Contact: Mrs Melanie Rose Clerk to Waddesdon Parish Council 9 Warmstone Close Waddesdon Bucks, HP18 0NR</p> <p>Telephone: 01296 651800 Email: clerk@waddesdonparishcouncil.gov.uk Website: www.waddesdonparishcouncil.gov.uk</p>		

SCHEDULE OF CHARGES		
Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per side (black & white), 50p (colour)	Minimum £5
	Postage	Actual cost of Royal Mail standard 1st class
Statutory fee		In accordance with the relevant legislation
Other	Staff time	£5 per record for hard copies
		£25 per hour or part thereof for personal inspections

¹Where we handle personal information about individuals we have a number of legal obligations to protect that information under the Data Protection Act 1998. We are registered with the Information Commissioners Office (registration reference ZA162322).