



Weeley Parish Council

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Publication Scheme

Weeley Parish Council has adopted the ICO model publication scheme. This publication scheme may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish 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.
- 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.

Information to be published	Format	Charge
<i>Class 1 – Who we are and what we do – Organisational Info, Structures, Locations and Contacts, Constitution and Legal Governance</i>		
Who's who on the Council and it's Committees	Website Hard Copy	Free 10p per sheet
Contact Details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address)	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per sheet
Staffing Structure	Website Hard Copy	Free 10p per sheet
<i>Class 2 – What we spend and how we spend it – Financial Information relating to projected and actual income and expenditure, tendering, procurement and contracts</i>		
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet
Finalised Budget	Website Hard Copy	Free 10p per sheet
Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval Letters	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website	Free

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	Hard Copy	10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members Allowances and Expenses	Hard Copy	10p per sheet
<i>Class 3 – What our priorities are and how we are doing – strategies and plans, performance indicators, audits, inspections and reviews</i>		
Parish Plan	Hard Copy	10p per sheet
Annual Report to Parish Meeting	Website Hard Copy	Free 10p per sheet
Local Charters drawn up in accordance with guidelines	Hard Copy	10p per sheet
<i>Class 4 – How we make decisions – Policy proposals and decisions. Decision making process, internal criteria and procedures, consultations</i>		
Timetable of meetings (Council and any committee/sub-committee or parish meetings)	Website Hard Copy	Free 10p per sheet
Agenda of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet
Report presented to Council meetings n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Website Hard Copy	Free 10p per sheet
Responses to Planning Applications	Website Planning Website Hard Copy	Free Free 10p per sheet
Bye-laws	Hard Copy	10 per sheet
<i>Class 5 – Our policies and procedures – Current written protocols for delivering our functions 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 Hard Copy	Free 10 per sheet
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 the publication scheme)	Website Hard Copy	Free 10p per sheet
Information Security Policy	Website Hard Copy	Free 10p per sheet
Records management policies, Records retention, destruction and archive)	Website Hard Copy	Free 10p per sheet
Data protection policies	Website Hard Copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per sheet
<i>Class 6 – Lists and Registers – Information held in registers required by law and other lists and registers relating to the functions of the authority</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets Register	Website Hard Copy	Free 10p per sheet
Register of members' interests	Website Hard Copy	Free 10p per sheet
Register of gifts and hospitality	Website Hard Copy	Free 10p per sheet
<i>Class 7 – The services we offer – (Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses)</i>		
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p per sheet
Seating, litter Bins, memorials, bus shelters and lighting	Website Hard Copy	Free 10p per sheet

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Agency agreements	Hard Copy	10p per sheet
Services for which the Council is entitled to recover a fee, together with those fees (e.g. Field Hire fees)	Website Hard Copy	Free 10p per sheet

Method by which information published under this scheme will be made available

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

Where it is within the Council's capability, information will be provided on our Website. Where it is impractical to make information available on our website or when an individual does not wish to access the information via the website, the Council 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, please contact the Parish Clerk. An appointment to view the information will be arranged within a reasonable timescale.

Information held by the Council 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council 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.

The Parish Clerk can be contacted via the following routes:

- Email : clerk@weeleyparishcouncil.gov.uk
- Telephone : 07368 925194
- Or letter : Weeley Village Hall, Old Clacton Road, Weeley, CO16 9LW