

**PUBLICATION SCHEME**

**ORIGINALLY ADOPTED 7<sup>th</sup> JUNE 2016**  
**REVIEWED 1<sup>st</sup> JULY 2025**  
**NEXT REVIEW DUE: 1<sup>st</sup> JULY 2028**

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**1. FREEDOM OF INFORMATION ACT BACKGROUND**

The Freedom of Information Act 2000 requires public authorities, including parish councils, to adopt and maintain a publication scheme. This scheme defines the information that Wickham Bishops Parish Council holds, how this may be accessed by members of the public and any charges that may be made in providing the information.

**2. CONFIDENTIALITY NOTICE**

Wickham Bishops Parish Council's intention is to be open and transparent in conducting council business and will strive to fully supply any information requested. However, the Parish Council may withhold information if it reasonably considers its release not to be in the public interest and could cause significant harm.

Sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

**3. HOW TO SUBMIT A FREEDOM OF INFORMATION REQUEST**

Requests may be submitted in writing or by e-mail and must include applicant's name, address in the Parish and the information sought. Requests should be sent to the Parish Clerk at the email or postal address as published on the meeting agendas, minutes and website of Wickham Bishops Parish Council.

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.

#### **4. RESPONSE PERIOD**

The Parish Council will respond promptly, and no later than 20 working days after the date of receipt of the request, unless it needs more time to consider the public interest test. In this case a reasonable extension will be claimed, up to an additional 20 working days.

If a fee is required, the response period may be paused until the fee is paid. If after three months the fee remains unpaid the Parish Council will no longer be obliged to comply with the request.

#### **5. RESPONSE FORMAT**

The response returned will be in the format of hard copy, email or a direct website link and will:

- advise whether the parish Council holds the requested information, and;
- include the requested information, in a re-usable format if possible, as long as the public interest test is met.

Information will be provided in the language in which it is held. Where the Parish 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.

## 6. SCHEDULE OF CHARGES

Charges made by the Parish Council for routinely published material will be justified, transparent and kept to a minimum. Any fee will be advised prior to supplying the information.

TYPE OF COST	DESCRIPTION	BASIS
Disbursement	Photocopying and printing (b&w). 10p per sheet	Actual cost
Disbursement	Photocopying and printing (colour). 20p per sheet	Actual cost
Disbursement	Postage and packaging	Actual cost of Royal Mail standard 2nd class

## 7. PUBLICATION SCHEME

Key to format abbreviations: E – Email, P – Paper, W – Website

CLASSES OF INFORMATION	FORMAT
<b>Who we are and what we do</b> <i>Organisational information, locations and contacts</i> <i>This will be current information only</i>	
Council structure	W/E/P
Councillors' details	W/E/P
Staffing structure	W/E/P
Location	W/E/P
Contact details	W/E/P
<b>What we spend and how we spend it</b> <i>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</i>	
Annual Return form	W/E/P
Auditors' Reports	W/E/P
Budget & precept demand	W/E/P

Councillors' allowances and expenses	E/P
Grants made	E/P
Current contracts	E/P
Financial Regulations	E/P
<b>What our priorities are and how we are doing</b> <i>Strategy and performance information, plans, assessments, inspections and reviews</i>	
Annual Reports	W/E/P
Parish Plan	W/E/P
Village Design Statement	W/E/P
Local charters	N/A
<b>How we make decisions</b> <i>Decision making processes and records of decisions</i>	
Timetable of meetings	W/E/P
Agendas and minutes of all council meetings <i>excluding information that is properly regarded as private to the meeting</i>	W/E/P
Agenda and minutes of the Parish Meeting	W/E/P
Reports presented to the Council when open to the public	E/P
Responses to consultation papers	E/P
Responses to planning applications	E/P
Responses to footpath amendment proposals	E/P
<b>Our policies and procedures</b> <i>Current written protocols for delivering our functions and responsibilities</i>	
Standing Orders and Financial Regulations	E/P
Code of Conduct	E/P
Risk Assessment and Health and Safety	E/P
Complaints procedure	E/P
Records Management	E/P
Policies and procedures for handling requests for information & charges	E/P

Policy for publication of photographs	E/P
Policy for use of council email	E/P
Training policy	E/P
Grants policy	E/P
Committees' Terms of Reference	E/P
<b>Lists and registers</b> <i>Information held in registers required by law and other lists and registers relating to the functions of the Parish Council</i>	
Assets Register	W/E/P
Register of Councillor's Interests	W/E/P
Register of gifts and hospitality	E/P
<b>The services we offer</b> <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>	
Street furniture <i>Benches, litter &amp; dog bins, notice boards, village signs, street lighting</i>	E/P
Memorials	E/P
Bus shelters	E/P
Grass cutting	E/P

*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.*

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: