

WILCOT and HUISH (with OARE) PARISH COUNCIL

PUBLICATION POLICY

Introduction

Wilcot and Huish (with Oare) Parish Council is committed to conducting its business on behalf of the community in a transparent manner and making available to the public all the information it is obliged to, and as much as possible, without compromising individual data protection rights. The Parish Council introduced a website in January 2014 where it will publish information about Councillor contacts, Council meetings and accounts, and other information to signpost residents to sources of advice and assistance. Residents may request additional information which is not published on the website but is available under the Freedom of Information Act and for this a charge may be made.

1. Key Principles

The Parish Council undertakes:

- 1.1. To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the Council and falls within the classifications below.
- 1.2. To specify the information which is held by the Council and falls within the classifications below
- 1.3. To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this policy
- 1.4. To produce and publish the methods by which the specific information is made routinely available to that it can be easily identified and accessed by members of the public.
- 1.5. To review and update on a regular basis the information the authority makes available under this scheme
- 1.6. To produce a schedule of any fees charged for access to information which is made proactively available.
- 1.7. To make this publication policy available to the public
- 1.8. To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

2. Classes of Information

2.1. Who we are and what we do

The list of Councillors, their email addresses and telephone numbers is available on the website and parish noticeboards. The Register of Interests of all Councillors is made public on the Wiltshire county website. The Standing Orders, including the Code of Conduct, is available on the website.

2.2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts (where applicable) is available at each meeting and on the website.

2.3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews (where applicable) will be made available on the website.

2.4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations (where applicable) will be made available on the website.

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Minutes of meetings and agendas for future meetings will be made available on the website. In addition, agendas will be posted on parish noticeboards.

2.5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities will be made available on the website following ratification by Council at public meetings.

2.6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority will be made available on the website.

2.7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases will be made available on the website. Information guiding residents to sources of advice and information will be made available on the website.

2.8. Exceptions

The classes of information will not generally include:

2.8.1. 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.

2.8.2. Information in draft form.

2.8.3. 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.

3. Methods by which information published under this policy will be made available

3.1. Where it is within the capability of the Council, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

3.2. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

3.3. 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.

3.4. 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.

4. Charges which may be made for information published under this policy

4.1. The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

4.2. Material which is published and accessed on the website will be provided free of charge.

4.3. Charges may be made for information subject to a charging regime specified by Parliament.

4.4. Charges may be made for actual disbursements incurred such as:

4.4.1. Photocopying

4.4.2. Postage and packaging

4.4.3. The costs directly incurred as a result of viewing information.

4.5. Charges may also be made for information provided under this policy where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified

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and are in accordance with a published schedule or schedule of fees which is readily available to the public.

4.6. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

4.7. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

5.1 Information held by the Council that is not published under this policy can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

In connection with this policy Wilcot and Huish (with Oare) Parish Council is also committed to its Data Protection Policy.

This Policy was approved and adopted by the Parish Council at a Meeting held on 18 February 2014, and will be reviewed annually.

Signed by the Chairman: Dee Nix

18/02/2014