

## OAKINGTON & WESTWICK PARISH COUNCIL

### FREEDOM OF INFORMATION PUBLICATION SCHEME 2019

(Based on the model ICO Publication Scheme)

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b>  <b>This will be current information only.</b>                      N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website	
Who's who on the Council and its Committees	Website/hard copy/email	Free/10p per page/free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy/email	Free/10p per page/free
Location of main Council office and accessibility details	Website/hard copy/email	Free/10p per page/free
Staffing structure (Subject to Data Protection limitations)	Website/hard copy/email	Free/10p per page/free
<p><b>Class 2 – What we spend and how we spend it</b>  <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b>  <b>Current and previous financial year as a minimum</b></p>	(hard copy or website)	
Annual return form and report by auditor	Website/hard copy/email	Free/10p per page/free
Finalised budget	Website/hard copy/email	Free/10p per page/free

Precept	Website/hard copy/email	Free/10p per page/free
Borrowing Approval letter (where such borrowing has been given)	Hard copy/email	10p per page/free
Financial Standing Orders and Regulations	Website/hard copy/email	Free/10p per page/free
Grants given and received	Hard copy/email	10p per page/free
List of current contracts awarded and value of contract	Hard copy/email	10p per page/free
Members' allowances and expenses	Hard copy/email	10p per page/ free
<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b> <b>Current and previous year as a minimum</b>	(hard copy or website)	
Community Plan	Website/hard copy/email	Free/10p per page/free
Action Plan (Current Year)	Website/hard copy/email	Free/10p per page/free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/hard copy/email	Free/10p per page/free
Quality status (if applicable)	Website/hard copy/email	Free/10p per page/free
Local charters drawn up in accordance with DCLG guidelines (if applicable)	Website/hard copy/email	Free/10p per page/free
<b>Class 4 – How we make decisions</b> <b>(Decision making processes and records of decisions)</b> <b>Current and previous council year as a minimum</b>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/hard copy/email	Free/10p per page/free
Agendas of meetings (as above)	Website/hard copy/email	Free/10p per page/free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	Free/10p per page/free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	Free/10p per page/free
Responses to consultation papers	Hard copy/email	10p per page/free
Responses to planning applications	Website/hard copy/email	Free/10p per page/free
Bye-laws (if applicable)	Hard copy/email	10p per page/free

<p><b>Class 5 – Our policies and procedures</b>  <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>  <b>Current information only</b></p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Website/hard copy/ email	Free/10p per page/free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website/hard copy/ email  Website/hard copy/ email  Website/hard copy/ email  Website/hard copy/ email  Website/hard copy/ email</p>	<p>Free/10p per page/free  Free/10p per page/free  Free/10p per page/free  Free/10p per page/free  Free/10p per page/free</p>
<p>Information security policy</p>	Website/hard copy/ email	Free/10p per page/free
<p>Records management policies (records retention, destruction and archive)</p>	Website/hard copy/ email	Free/10p per page/free
<p>Data protection policies</p>	Website/hard copy/ email	Free/10p per page/free
<p>Schedule of charges (for the publication of information)</p>	Website/hard copy/ email	Free/10p per page/free

<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>	Some information may only be available by inspection (Free)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per page
Assets register	Hard copy/email	10p per page/free
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)	Not applicable (available from the Monitoring Officer at the District Council)	
Register of members' interests	Original documents maintained by the District Council. Copies available. Website/email	Free
Register of gifts and hospitality	Original documents maintained by the District Council. Hard copy available	10p per page
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <b>Current information only</b>	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy/email	10p per page/ free
Community centres and village halls (Sports Pavilion managed by independent voluntary group)	Not applicable	
Parks, playing fields and recreational facilities	Hard copy/email	10p per page/free
Seating, litter bins, clocks, memorials and lighting	Hard copy/email	10p per page/free
Bus shelters	Hard copy/email	10p per page/free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees	Hard copy/email	10p per page/free

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p pe sheet (black and white only)	*Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
	Major enquiries	£15 per hour, in accordance with current legislation, LGA 2003, s93

\*the actual cost incurred by the public authority

### Contact details:

<p><b>The Clerk to Oakington &amp; Westwick Parish Council</b> (or the Chair of Oakington &amp; Westwick Parish Council) 4 Meadow Farm Close Oakington Cambridge CB24 3AS Tel: 01223 232398 Email: <a href="mailto:oakingtonpc@btinternet.com">oakingtonpc@btinternet.com</a> Website: <a href="http://www.oakingtonandwestwick-pc.org.uk">www.oakingtonandwestwick-pc.org.uk</a></p>	<p><b>Information Commissioner's Office</b> Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline: 0303 123 1113 Website: <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>
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Reviewed: 13 May 2019

Next Review Due: May 2020