



# **Lyneham and Bradenstoke Parish Council**

## **Publication Scheme**

**(Guide to Information available from the Parish Council under the Freedom of Information Act 2000)**

Adopted by the Parish Council

On

10<sup>th</sup> March 2020

(To be reviewed annually)



## Introduction

Section 19 of The Freedom of Information Act 2000 requires local authorities to make information available to the public as part of its normal business activities and to adopt a Publication Scheme accordingly.<sup>1</sup> Lyneham and Bradenstoke Parish Council has adopted the model Publication Scheme as prepared and approved 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 shown in the table below.
- specify the information which is held by the authority and falls within the classifications shown in the table below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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-

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<sup>1</sup> Freedom of Information Act 2000 (Commencement No 2 and No 3) Orders (S1.2002/2812 and S1.2003/2603) imposes the duty to adopt a publication scheme approved by the Information Commissioner



use under the terms of the Reuse of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

Information available for publication 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

Information held by the Parish 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.

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 term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

All publications are available for re-use under the [Open Government Licence](#).



<b>Information to be published</b>	<b>How the information can be obtained (website or hard copy)</b>
	<p data-bbox="1106 421 1675 456"><b>Downloaded from Website: Free</b></p> <p data-bbox="1106 515 1890 550"><a href="https://www.lynehamandbradenstoke-pc.gov.uk">https://www.lynehamandbradenstoke-pc.gov.uk</a></p> <p data-bbox="1106 608 1469 643"><b>Cost of hard copies:</b></p> <p data-bbox="1106 700 1973 783">20p per sheet + office administration time @ £25 per hour + postage / packing where necessary</p> <p data-bbox="1106 841 1435 876"><b>Electronic Copies:</b></p> <p data-bbox="1106 933 1951 1016">5p per sheet + office administration time of £25 per hour</p>



<b><u>Class 1 – Who we are and what we do</u></b> (current organisational information, locations, contacts, constitutional and legal governance)	
Who's who on the Council and its Working Groups	Website or hard copy
Contact details	Website or hard copy
Parish Clerk and availability	Website or hard copy
Policy documents	Website or hard copy



<p><b><u>Class 2 – What we spend and how we spend it</u></b>                  (current financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)</p>	
<p>Current and previous financial years</p>	<p>Website or hard copy</p>
<p>Annual return forms and reports by internal and external auditors</p>	<p>Website or hard copy</p>
<p>Finalised budget</p>	<p>Website or hard copy</p>
<p>Precept</p>	<p>Website or hard copy</p>
<p>Financial Regulations and Standing Orders</p>	<p>Website or hard copy</p>
<p>Grants given and received</p>	<p>Information available on request to the Parish Clerk</p>
<p>List of current contracts awarded and value of contract</p>	<p>Information available on request to the Parish Clerk</p>
<p>Members' allowances and expenses</p>	<p>Information available on request to the Parish Clerk</p>



<p><b><u>Class 3 – What our priorities are and how we are doing</u></b>                  (current strategy and performance information, plans, assessments, inspections and reviews)</p>	
<p>Neighbourhood Plan</p>	<p>Website or available to view by appointment only                  (for appointments to view contact: The Chairman of the Neighbourhood Plan Steering Group, c/o The Parish Clerk</p>
<p>Annual Report to the Annual Parish Meeting</p>	<p>Website or hard copy</p>
<p>Quality status</p>	<p>Information available on request to the Parish Clerk</p>
<p>Inspections and reviews</p>	<p>Information available on request to the Parish Clerk</p>



<p><b><u>Class 4 – How we make decisions</u></b>                  (current policy proposals and decisions, decision making processes, records of decisions, internal criteria and procedures, consultations)</p>	
<p>Timetable of meetings</p>	<p>Website or hard copy</p>
<p>Agendas of meetings</p>	<p>Website or hard copy</p>
<p>Minutes of meetings N.B. this will exclude information that is properly regarded as private to the meeting</p>	<p>Website or hard copy</p>
<p>Reports presented to council meetings N.B. this will exclude information that is properly regarded as private to the meeting</p>	<p>Website or hard copy</p>
<p>Responses to consultation papers</p>	<p>Wiltshire Council for Wiltshire Council consultation responses.</p> <p>For other consultation responses information is available on request to the Parish Clerk.</p>
<p>Responses to planning applications</p>	<p>Wiltshire Council</p>



<p><b><u>Class 5 – Our policies and procedures</u></b>                  (current written protocols for delivering our functions and responsibilities)</p>	
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<ul style="list-style-type: none"> <li>• Website or hard copy</li> <li>• Website or hard copy</li> <li>• On request to the Parish Clerk</li> <li>• Website or hard copy</li> <li>• Website or hard copy</li> </ul>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<ul style="list-style-type: none"> <li>• Website or hard copy</li> </ul>
<p>Information security policy</p>	<p>Website or hard copy</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website or hard copy</p>



Data protection policies	Website or hard copy
Schedule of charges (for the publication of information)	Website or hard copy



<b><u>Class 6 – Lists and Registers</u></b> (information held in registers required by law and other lists and registers relating to the functions of the authority, currently maintained lists and registers only)	
Assets register	Website or hard copy
Register of Members' Interests	Wiltshire Council website or hard copy.



<b><u>Class 7 – The services we offer</u></b> (services, advice and guidance, booklets and leaflets, transactions and media releases)	
Parks, playing fields and recreational facilities	Website or hard copy
Seating, litter bins, clocks, memorials and lighting	Website or hard copy
Bus shelters	Website or hard copy
Public conveniences	Website or hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees	Information available on request to the Parish Clerk
Newsletters	Website or hard copy

**Contact details:**

The Parish Clerk,  
Lyneham and Bradenstoke Parish Council  
72 The Green,  
Poulshot,  
Devizes,  
Wiltshire  
SN10 1RT

Tel: 01249 561020

Email: [Parish.Clerk@lynehamandbradenstoke-pc.gov.uk](mailto:Parish.Clerk@lynehamandbradenstoke-pc.gov.uk)



## **Schedule of charges:**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

- Material which is published and accessed on a website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.
- Charges will apply to members of the public and members of the media.
- Charges will apply to Parish Councillors, if the request is not in line with their normal duties, or prior approved by the Chair of the Council.
- Charges may 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act 2000, or with other statutory powers of the public authority.
- 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.
- Charges may be made for actual disbursements incurred as follows:



Publication Scheme

- All hard copies are obtainable by photocopying in black and white.
- Photocopying is undertaken in the Parish Clerk.
- The Parish Council will charge 20p per sheet to cover the cost of ink, paper and envelope.
- Postage will be charged as per the current costs applied by Royal Mail for standard 2<sup>nd</sup> class postage.
- Under certain circumstances postage will be as per the current costs applied by Royal Mail for Signed For 1<sup>st</sup> class postage.
- £25 per hour will be charged where hard copies are requested to cover administration costs.
- £25 per hour will be charged where requests require research and collation of information held by the Parish Council.