

DRAFT PUBLICATION SCHEME

The publication scheme sets out all the information that the Council will publish. This scheme is modelled on a scheme as recommended by the Information Commissioner's Office (ICO).

Information items highlighted in yellow have either not yet been completed or has not yet been uploaded to the website.

The list is not exhaustive and the Council may have other information it wishes to publish.

Decision Required: The Council is requested to adopt a publication scheme (see draft scheme below) and publish the scheme on the Council's website.

DRAFT PUBLICATION SCHEME

Guide to Information Whitehouse Community Council Publishes

This document is a guide to the information Whitehouse Community Council publishes to meet its commitments to publish information in accordance with the Model Publication Scheme as recommended by the Information Commissioner's Office (ICO). It is not an exhaustive list of all information held by the Council. Other information may be available and requests for information should be submitted to the Clerk:

Clerk
Whitehouse Community Council
(Insert PO Box No.)

Telephone: ??

Email: ?

Whitehouse Community Council will make available information unless:

- It does not hold the information;
- The information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website: such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or too resource-intensive to prepare the material for routine release.

The scheme commits an authority to make information available to the public as part of its normal business activities. The scheme commits an authority to:

- Proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the Council and which falls within specific classifications (see below)
- Specify the information which is held by the Council and which falls within those specific classifications.
- 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 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 information available for re-use under the terms of the Re-Use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not 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.

WHITEHOUSE COMMUNITY COUNCIL – AVAILABLE INFORMATION, ACCESSIBILITY AND COSTS

Class 1 – Who We Are and What We Do

(Organisational, information, structures, locations and contracts)

Information	How the Information Can Be Obtained	Cost
Who's who on the Council and its Committees	Website	Free
Contact details for the Clerk and Councillors (named contacts and where possible, with telephone number and email address)	Website	Free
Staffing Structure	Website	Free
Hours of operation	Website	Free
Location of main Council office (or post office box no.) and accessibility details	Website	Free

Class 2 – What We Spend and How We Spend It

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - Current and previous council year as a minimum

Information	How the Information Can Be Obtained	Cost
Annual Return and report by the internal and external auditor	Website	Free
Exercise of elector's rights (Audit/Annual Return)	Website Paper copy	Free Cost set each year
Finalised Budget	Website	Free
Budget Forecasting	Website	Free
Council's Reserves	Website	Free
VAT Report	Website	Free
s.106 (developer) monies and external funding awarded.	Website	Free
Precept	Website	Free
Grants Applied for, given and received.	Website	Free
List of current contracts awarded and value of contract	Website	Free
Expenditure over £500	Website	Free
Councillor Allowances (if applicable)	Website	Free

Class 3 – What Our Priorities Are and How We Are Doing

(Strategies and plans, audits, inspections and reviews) - Current and previous council year as a minimum:

(The following is an example of what can be recorded – is there anything you have that can be included here. Possibly if the outcomes of your residents survey could be moulded into a strategic priorities / objectives /forward plan document)

Information	How the Information Can Be Obtained	Cost
Council Plan	Website	Free
Strategic Priorities and Objectives	Website	Free
Project Plans	Website	Free
Consultations	Website	Free

Class 4 – How We Make Decisions

(Decision making processes and records of decisions) - Current and previous council year as a minimum

Information	How the Information Can Be Obtained	Cost
Schedule of Meetings (Full Council, Committees, Sub-Committees)	Website	Free
Agenda for Council and Committee Meetings	Website and Community noticeboards	Free
Minutes of Meetings (excluding exempt information where appropriate)	Website	Free
Declarations of Interest	Website	Free
Reports presented at Council and Committee meetings (<i>excluding exempt information where appropriate</i>)	Website	Free
Outcome of residents' consultations / residents surveys.	Website	Free
Response to Planning Applications and Statutory consultee consultations	Website	Free
Response to Consultations (Statutory Consultee)	Website	Free
Background papers or links to, where appropriate.	Website	Free

Class 5 – Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only

Information	How the Information Can Be Obtained	Cost
Standing Orders	Website	Free
Scheme of Delegated Authority	Website	Free
Financial Regulations	Website	Free
Council, Committee, Sub-Committee and Working Groups Terms of Reference (if applicable)	Website	Free
Councillor's Declarations of Acceptance of Office.	Website	Free
Code of Conduct	Website	Free
Civility & Respect Pledge	Website	Free
Equalities Statement and Policy	Website	Free
Public Liability / Insurance	Website	Free
Policy Statements	Website	Free
Adopted Policies	Website	Free
GDPR Policy and Privacy Notice	Website	Free
Policies and procedures for handling requests for information, complaints procedures (including those covering Freedom of Information (FOI) requests.	Website	Free

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

Information	How the Information Can Be Obtained	Cost
Asset Register	Website	Free
Risk Management Register	Website	Free
Register of Councillor's Interests	Website	Free
Register of Gifts and Hospitality	Website	Free
Staff and Councillor Training	On request	Free

Class 7 – The Services We Offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information	How the Information Can Be Obtained	Cost
Community Centre (The Hive)	Website	Free
Allotments	Website	Free
Dog Bins	Website	Free
Litter Picks (Volunteer) Scheme	Website	Free
Events and Activities	Website	Free
Newsletters	Website	Free