

Publication Scheme

Information available from Whinburgh & Westfield Parish Council under the publication scheme devised and approved by the Information Commissioner

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	<i>Website</i>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website</i>	
Location of main Council office and accessibility details	<i>Website</i>	
Staffing structure	<i>N/A</i>	
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 financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	<i>Website</i>	
Finalised budget	<i>Website</i>	
Precept	<i>Website</i>	
Borrowing Approval letter	<i>N/A</i>	
Financial Standing Orders and Regulations	<i>Website</i>	
Grants given and received	<i>N/A</i>	
List of current contracts awarded and value of contract	<i>N/A</i>	
Members' allowances and expenses	<i>N/A</i>	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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>	<i>Website</i>	
Information security policy	<i>Website</i>	
Records management policies (records retention, destruction and archive)	<i>Website</i>	
Data protection policies	<i>Website</i>	
Schedule of charges (for the publication of information)	<i>N/A</i>	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>N/A</i>	
Assets Register	<i>Website</i>	
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)	<i>N/A</i>	
Register of members' interests	<i>Website</i>	
Register of gifts and hospitality	<i>Website</i>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	<i>N/A</i>	
Burial grounds and closed churchyards	<i>N/A</i>	

Community centres and village halls	<i>N/A</i>	
Parks, playing fields and recreational facilities	<i>Hard copy</i>	10p/ sheet
Seating, litter bins, clocks, memorials and lighting	<i>N/A</i>	
Bus shelters	<i>N/A</i>	
Markets	<i>N/A</i>	
Public conveniences	<i>N/A</i>	
Agency agreements	<i>N/A</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>N/A</i>	

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority