

WOUGHTON COMMUNITY COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

In accordance with the provisions of the Freedom of Information Act 2000, the model publication scheme specifies the classes of information which local councils publish or intend to publish.

In some cases, a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.

The information contained in each class will be available in a variety of formats:

- in hard copy, on request, from the Council Manager,
- by inspection at the Council offices or other suitable premises by prior appointment or,
- some of the information may be available on the Woughton Community Council website.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts - <i>This will be current information only.</i>	hard copy website	10p /sheet free
Who's who on the Council and its Committees	As above	As above
Contact details for Council Manager and Council members	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	As above	As above

Information to be published	How the information can be obtained	Cost
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 - <i>Current and previous financial year as a minimum</i>	hard copy website	10p /sheet free
Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval Letter	As above	As Above
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy website	10p /sheet free
Parish Plan (current and previous year as a minimum)	Hard copy Web site	£1.50 free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Web site	£1.50 free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions Decision making processes and records of decisions - <i>Current and previous council year as a minimum.</i>	hard copy website	10p /sheet free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) Agendas of meetings Minutes of meetings Reports presented to Council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws – no byelaws in place		

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i></p>	<p>hard copy website</p>	<p>10p /sheet free</p>
<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>	<p>As above</p>	<p>As above</p>
<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>	<p>As above</p>	<p>As above</p>
<p>Information security policy</p>	<p>As above</p>	<p>As above</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>As above</p>	<p>As above</p>
<p>Data protection policies</p>	<p>As above</p>	<p>As above</p>
<p>Schedule of charges)for the publication of information)</p>	<p>As above</p>	<p>As above</p>
<p>Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i></p>		
<p>Assets Register</p>	<p>Available by inspection</p>	
<p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - <i>Current information only</i>	hard copy website	10p /sheet free
Agency agreements	As above	As above
Community centers and village halls	As above	As above
Seating, litter bins, dog waste bins	As above	As above
Parks, playing fields and recreational facilities	<i>These services are not provided by Woughton Community Council</i>	
Allotments		
Bus shelters		
Markets		
Public conveniences		
Burial grounds and closed churchyards-		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As above	As above

For information available under the Publication Scheme please contact the Council Manager:

Name: Mr Steve McNay
Council Manager
Woughton Community Council
Woughton Community Hub
The Local Centre
Garraways
Coffee Hall
MK6 5EG

Telephone: (01908) 395681

E-Mail: reception@woughtoncommunitycouncil.gov.uk

Website: www.woughtoncommunitycouncil.gov.uk

The Council Manager will be responsible for maintaining the publication scheme and should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost
Disbursement cost	Photocopying @ 15p per sheet (colour)	Actual cost
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class

Last review date:	May 2024
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	FC 96.24I – 7 th May 2024
Review cycle:	Annually (as part of the Annual Meeting)