Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To 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-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.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

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 may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also 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, 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.

Written requests

Information held by a public authority 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.

WATER ORTON PARISH COUNCIL

Information available under the Freedom of Information Publication Scheme

Class 1 - Who we are and what we do
• Who's who on the Council and its committees • Contact details for Parish Clerk and Parish Council members • Staffing structure
Class 2 – What we spend and how we spend it
• Annual return form and report by auditor • Finalised budget • Precept • Chairman's expenses • Financial Regulations • Grants given and received • List of current contracts awarded and value of contract
Class 3 – What our priorities are and how we are doing
• Water Orton Neighbourhood Plan • Annual Report to Parish Assembly
Class 4 – How we make decisions
• Timetable of meetings - council, committees and Parish Assembly Meeting - Agendas of meetings (as above) • Minutes of meetings (as above) (does not include closed session items) • Reports presented to Council meetings (does not include closed session items) • Responses to consultation papers • Responses to planning applications

Class 5 – Our Policies and Procedures

Policies and procedures for the conduct of council business:

- Standing Orders
- Committees Terms of Reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

Policies and procedures for the provision of services and the employment of staff:

- Internal policies relating to the delivery of services
- Equal Opportunities Policy
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy Statement

Policies and procedures for handling requests for information

- Complaints procedure
- Data Protection policy (GDPR)
- Subject Access Request Procedure
- Records Retention policy

Class 6 – Lists and Registers

- Member attendance register
- Register of Members' interests
- Assets register
- Play area inspection register
- Allotments register

Class 7 – The Services we offer

- Open Spaces at The Green and The Playing Field
- Seating and Notice boards
- Christmas Lights
- Waste Bins on The Green and Playing Field
- Dog Bins throughout the village
- Play equipment on The Green
- Play equipment on Openfield Croft

Services for which the council is entitled to recover a fee and list of fees:

- Hire of Pavilion
- Football Pitch Fees
- Tennis Club Lease rent
- Bowls Club rent
- Company of the Curtain Lease rent
- Allotment Fees

Where possible the information will be provided via the website. Upon request the information can be emailed out or a hard copy provided. For hard copies the following charges will apply:

- Photocopying @ 10p per A4 sheet (black & white)
- 2nd Class Postage – depending on size and weight

Some information may only be available by inspection

Contact details

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Water Orton Parish Council

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Adopted by the Parish Council at the meeting held on 29 April 2021
Minute Ref: 446
Last Reviewed: 26th January 2023 minute ref: 22/112.a)i.
Last Reviewed: 26 June 2025, minute ref: 25/26.46
Review: June 2026