



### **About the Publication Scheme**

Under the Freedom of Information Act 2000 it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

The Freedom of Information Act gives members of the public rights of access to all kinds of recorded information held by a wide range of authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

This scheme is based on the Model Publication Scheme issued by the Information Commissioner's Office (ICO). It is intended to provide everyone interested in the Council with a comprehensive guide to information that the Council will automatically and routinely publish or otherwise make available to the public.

### **Freedom of information requests and the Publication Scheme**

The publication scheme sets out the information that is routinely available. Information that is not listed in this document can still be requested and it will be made available unless it can legitimately be withheld. This may be done by making a written request to the Parish Clerk who will reply within fourteen days. Contact details are at the end of this publication.

### **Exclusions**

The categories of information available will generally not include:

- information the disclosure of which is prevented by law, or is exempt under the Freedom of Information Act, or is otherwise properly 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

### **How information is made available**

Where practicable Uffington Parish Council will make the information covered by this publication scheme available on its public website at [www.uffingtonparishcouncil.org.uk](http://www.uffingtonparishcouncil.org.uk). Some information is posted on the noticeboard situated outside the church on the corner of Mill Lane.

Where it is impracticable to make information available on the website, or if you are unable to access it using the website, you can request it in another form using the contact information at the end of this document.

Some information may only be available by viewing in person. Contact the Clerk for information on how to arrange a viewing time.

We will provide information in the language in which it is held, or in such other language as is legally required. We will translate information if legally required to do so.

We will adhere to obligations under disability and discrimination legislation, and any other legislation, to provide information under this scheme in other forms.

### **Charges**

Most information is available free of charge on the Uffington Parish Council website, or by contacting the Clerk for an electronic version. If a charge is to be made, we will confirm the payment due before we provide the information. We will usually request payment before disclosure.

## Schedule of charges

This describes how the charges for providing information will be arrived at where applicable:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Parish Council
	Photocopying @ 20p per sheet (colour)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee	£20 per hour of Clerk's time beyond the maximum number of hours the Parish Council is obliged to provide per request.	In accordance with the relevant legislation.

**Information available from Uffington Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website/Parish noticeboards Email request to Clerk Parish noticeboards Hard copy	Free Free Free Disbursement
Contact details for Parish Clerk and Council members	Website Email request to Clerk Parish noticeboards Hard copy	Free Free Free Disbursement
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form, detailed annual receipts and payments accounts and report by internal auditor	Website Email request to Clerk Hard copy	Free Free Disbursement
Finalised budget	Website Email request to Clerk Hard copy	Free Free Disbursement
Precept	Website Email request to Clerk Hard copy	Free Free Disbursement
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Email request to Clerk Hard copy	Free Free Disbursement
Grants given and received	Email request to Clerk Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract	Email request to Clerk Hard copy	Free Disbursement
Members' allowances and expenses	Email request to Clerk	Free

	Hard copy	Disbursement
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Website Email request to Clerk Hard copy	Free Free Disbursement
Annual Report to Parish Meeting	Website Email request to Clerk Hard copy	Free Free Disbursement
Quality status	<i>The Parish Council does not hold Quality status.</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>The Parish Council does not have any local charters.</i>	
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Parish noticeboards Email request to Clerk Hard copy	Free Free Disbursement
Agendas of meetings (as above) <i>Agendas for meetings will be posted to the website at least 3 clear days ahead of the meeting.</i>	Website Email request to Clerk Hard copy	Free Free Disbursement
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. <i>Minutes of meetings will be posted in draft form within one month of the meeting. Final minutes will be posted within one week of them being approved by Council at the next meeting.</i>	Website Email request to Clerk Hard copy	Free Free Disbursement
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Email request to Clerk Hard copy	Free Free Disbursement
Responses to consultation papers	Email request to Clerk Hard copy	Free Disbursement
Responses to planning applications	Shropshire Council planning portal: <a href="#">Viewing planning applications   Shropshire Council</a> Link to	Free  Free

	portal also available on parish council website Email request to Clerk	Free
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Financial Regulations</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>	All available: <ol style="list-style-type: none"> <li>1. on website</li> <li>2. Email request to Clerk</li> <li>3. Hard copy</li> </ol>	Free Free Disbursement
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</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>	All available: <ol style="list-style-type: none"> <li>1. on website</li> <li>2. Email request to Clerk</li> <li>3. Hard copy</li> </ol>	Free Free Disbursement
Information security policy	Email request to Clerk Hard copy	Free Disbursement
Records management policies (records retention, destruction and archive)	Website Email request to Clerk Hard copy	Free Free Disbursement
Data protection policies	Website Email request to Clerk Hard copy	Free Free Disbursement
Schedule of charges (for the publication of information)	Email request to Clerk Hard copy	Free Disbursement
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Contact Clerk	Disbursement
Asset Register	Website	Free

	Email request to Clerk Hard copy	Free Disbursement
Disclosure log (indicating the information that has been provided in response to requests)	Email request to Clerk Hard copy	Free Disbursement
Register of members' interests	Shropshire Council website (link on parish council website)	Free
Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Allotments	The Parish has no allotments, but arrangements may be made with other local Parishes. Contact the Clerk.	
Burial grounds and closed churchyards	Not within Parish Council jurisdiction	
Community centres and village halls	Not under Parish Council authority – see website for contact details for the Village Hall.	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	For details of the public benches contact the Clerk	Disbursement
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

**Contact details:**

Sarah Windridge Clerk  
Uffington Parish Council  
Email: uffingtonpc@gmail.com  
Tel no: 07980 681 405

