

## WINSTON PARISH COUNCIL PUBLICATIONS SCHEME

Adopted on 10<sup>th</sup> May 2018

This Publication Scheme has been prepared in accordance with the requirements of the Information Commissioner. This Scheme commits Winston Parish Council 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 Winston Parish Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This Publications Scheme commits Winston Parish Council:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- to specify the information which is held by the Council 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 Council 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.

### Classes of Information:

- **Who we are and what we do** – organisational information, 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 Council.
- **The services we offer** – advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Exclusions:

In some cases a class of information sets out a range of information which is excluded from publication. 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.

Note: All commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Limitations:

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.

Charges:

Winston Parish Council may charge fees for the provision of copies of the documents/information. The information available from the Parish Council is detailed overleaf, however, the charges incurred are as follows:

Information obtained by appointment with the Clerk:

Simple search:	£1 search fee per item plus 50p per page copy fee and (where applicable) 2 <sup>nd</sup> class postage
Detailed search (e.g. multiple extracts from Council minutes)	£5 search fee per search plus 50p per page copy fee (where applicable) 2 <sup>nd</sup> class postage

Information available from Durham County Council:

Charged by them at their respective rates.

Information available from the Parish Council website:

Free (i.e. no charge).

**INFORMATION AVAILABLE FROM WINSTON PARISH COUNCIL'S PUBLICATION SCHEME:**

Information to be published:	How the information can be obtained:	Cost:
<p><b>Class 1: Who we are and what we do:</b> (Organisational information, structures, locations and contacts)</p> <p>Who's who on the Council</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Website OR Via appointment with the Clerk OR Via "Welcome To Winston" leaflet</p> <p>Website OR Via "Welcome To Winston" leaflet OR Via Village Noticeboard</p>	<p>No Yes No</p> <p>No No No</p>
<p><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)</p> <p>Annual return form limited to the last financial year. The Annual Return consists of six pages including guidance notes and the internal auditors report but the published accounts only comprise 3 of these 6 pages as shown.</p> <p>Annual Statutory report by auditor (external) limited to the last financial year.</p> <p>Receipts/Payment records, bank statements from all accounts limited to the last financial year.</p>	<p>By appointment with the Clerk.</p> <p>By appointment with the Clerk.</p> <p>By appointment with the Clerk.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

Precept request limited to the last financial year.	By appointment with Clerk OR Via minutes on website	Yes No
VAT records limited to the last financial year.	By appointment with the Clerk.	Yes
Financial Standing Orders and Regulations	By appointment with the Clerk.	Yes
List of current contracts awarded and value of contract	By appointment with the Clerk OR Via minutes on website	Yes No
<b>Class 3 – What our priorities are and how we are doing:</b> (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	By appointment with the Clerk OR Via the website	Yes No
Report presented to Annual Parish Meeting (current and previous)	By appointment with the Clerk OR Via the website	Yes No
Quality Status	By appointment with the Clerk OR Via the website	Yes No
<b>Class 4 – How we make decisions:</b> (decision making processes and records of decisions)		
Timetable of Council meetings (current financial year)	By appointment with the Clerk OR Via the website OR Via the Village Noticeboard	Yes No No
Timetable of Council meetings (previous financial year)	By appointment with the Clerk OR Via the website	Yes No

Agendas of Council meetings (current and previous financial years)	By appointment with the Clerk OR Via the website	Yes No
Minutes of Council meetings (current and previous financial years) <sup>1</sup>	By appointment with the Clerk OR Via the website	Yes No
Reports presented to Council meetings (current and previous years) <sup>2</sup>	By appointment with the Clerk OR Via the website	Yes No
Responses to consultation papers	By appointment with the Clerk	Yes
Responses to planning applications <sup>3</sup>	By appointment with the Clerk OR Via Durham County Council website	Yes No
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>For the conduct of Council Business:</u>		
Standing Orders	By appointment with the Clerk OR Via the website	Yes No
Delegated authority in respect of officers	By appointment with the Clerk	Yes
Code of Conduct	By appointment with the Clerk	Yes

<sup>1</sup> Note: This will exclude information that is properly regarded as private to the meeting.

<sup>2</sup> Note: This will exclude information that is properly regarded as private to the meeting.

<sup>3</sup> Note: Exclusions – Copies of planning consultations, the Local Plan and Rights/Footpath maps are available from Durham County Council.

Policy Statements	By appointment with the Clerk	Yes
<u>For the provision of services and employment of staff:</u>		
Equality and diversity policy	By appointment with the Clerk	Yes
Health and safety policy	By appointment with the Clerk	Yes
Recruitment policies	By appointment with the Clerk	Yes
Policies and procedures for handling requests for information	By appointment with the Clerk OR Via the website	Yes No
Complaints procedure	By appointment with the Clerk OR Via the website	Yes No
Records management policies (records retention, destruction and archive)	By appointment with the Clerk	Yes
Data protection policies	By appointment with the Clerk	Yes
Schedule of charges	By appointment with the Clerk OR Via the website	Yes No
<b>Class 6 – Lists and registers:</b>		
Assets Register	By appointment with the Clerk	Yes
Register of members' interests	By appointment with the Clerk OR Via Durham County Council website	Yes No

<p><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)</p> <p>Welcome To Winston leaflet</p> <p>Bus shelter</p>	<p>By appointment with the Clerk</p> <p>By appointment with the Clerk OR Via the website</p>	<p>No</p> <p>Yes No</p>
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Information held by Winston Parish Council 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 2000”.

For any further information please contact:

Parish Clerk  
Winston Parish Council  
Telephone: 01833 650699  
Email: [winstonparishcouncil@gmail.com](mailto:winstonparishcouncil@gmail.com)

Winston Parish Council’s website can be viewed at [www.winstonparishcouncil.co.uk](http://www.winstonparishcouncil.co.uk)