

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.



WAREHAM
Town Council

WAREHAM TOWN COUNCIL

Freedom of Information Act 2000

FREEDOM OF INFORMATION

Guide to Information, Schedule of Charges

and How to Make a Request

Wareham Town Council

Town Hall, East Street, Wareham, Dorset, BH20 4NS
Tel: 01929 553006 | Email: office@wareham-tc.gov.uk
www.wareham-tc.gov.uk

PART 1 – GUIDE TO INFORMATION

The table below sets out all the information that Wareham Town Council makes routinely available under the ICO Model Publication Scheme. It identifies, for each item: what the information is, how it can be obtained, and whether a charge applies.

This guide covers only information currently held by the Council. The Council will not publish information that is exempt under FOIA or the Environmental Information Regulations 2004, that is prohibited from disclosure by another statute, or that it does not hold.

Information to be Published	How to Obtain	Cost
Class 1 – Who We Are and What We Do		
<i>Organisational information, structures, locations and contacts Current information only</i>		
Full list of Town Councillors, their ward, and any committee responsibilities	Website / Hard copy on request	Free
Contact details for all Councillors (name, ward; email where provided)	Website / Hard copy on request	Free
Contact details for the Town Clerk and other staff members	Website / Hard copy on request	Free
Location of the Town Hall, including accessibility details and opening hours	Website	Free
Staffing structure and officer responsibilities	Website / Hard copy on request	Free
Details of any representation on local or regional public bodies	Website / Hard copy on request	Free
Map or description of the parish/town boundary	Website	Free
Class 2 – What We Spend and How We Spend It		
<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum</i>		
Annual Precept (amount levied on council taxpayers)	Website / Hard copy on request	Free
Finalised Revenue Budget for current and previous financial year	Website / Hard copy on request	Free
Annual Governance and Accountability Return (AGAR) including external auditor's report and certificate	Website / Hard copy on request	Free
Statement of Accounts / End of Year Financial Statements	Website / Hard copy on request	Free
Bank reconciliation (where required under transparency regulations)	Website / Hard copy on request	Free
Quarterly/monthly detailed income and expenditure against budget	Website / Hard copy on request	Free
List of all payments/expenditure over £100 (or as required by transparency code)	Website / Hard copy on request	Free

List of current contracts awarded and the value of those contracts	Website / Hard copy on request	Free
Financial Regulations and Standing Orders relating to finance	Website / Hard copy on request	Free
Grants given and received	Website / Hard copy on request	Free
Members' allowances and expenses paid	Website / Hard copy on request	Free
Internal Audit Report (most recent)	Website / Hard copy on request	Free
Borrowing approval letters (if applicable)	Website / Hard copy on request	Free

Class 3 – What Our Priorities Are and How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews | Current and previous year as a minimum

Town/Community Plan or Neighbourhood Plan (where adopted)	Website / Hard copy on request	Free
Annual Report to the Annual Town Meeting	Website / Hard copy on request	Free
Corporate or service delivery objectives / action plans	Website / Hard copy on request	Free
Any Green/Climate Action Plan or related sustainability strategy	Website / Hard copy on request	Free
Any Local charters or quality awards held (e.g. Quality Council status)	Website / Hard copy on request	Free
Responses to consultations issued by Dorset Council, Government or other bodies	Website / Hard copy on request	Free

Class 4 – How We Make Decisions

Decision-making processes and records of decisions | Current and previous council year as a minimum

Timetable of Council meetings, Committee and Sub-Committee meetings, and the Annual Town Meeting	Website / Noticeboard	Free
Agendas for all Council and Committee meetings (published at least 3 clear days before each meeting)	Website / Noticeboard / Hard copy on request	Free
Minutes of all Council and Committee meetings (excluding any exempt/confidential items)	Website / Hard copy on request	Free
Reports and papers presented to Council or Committee meetings (excluding exempt/confidential items)	Website / Hard copy on request	Free
Terms of reference for all Committees and Sub-Committees	Website / Hard copy on request	Free
Responses to planning applications submitted by the Council	Website / Hard copy on request	Free
Responses to statutory consultation papers	Website / Hard copy on request	Free
Delegated authority arrangements in respect of officers	Website / Hard copy on request	Free
Byelaws (if any are held or promoted by the Council)	Website / Hard copy on request	Free

Class 5 – Our Policies and Procedures

Current written protocols, policies and procedures | Current information only

Standing Orders (Procedural)	Website / Hard copy on request	Free
Financial Regulations	Website / Hard copy on request	Free
Code of Conduct for Members	Website / Hard copy on request	Free
Co-option Policy	Website / Hard copy on request	Free
Complaints Policy and Procedure	Website / Hard copy on request	Free
Freedom of Information and Data Protection Policy	Website / Hard copy on request	Free
Privacy Notice(s) / Privacy Policy (UK GDPR compliance)	Website / Hard copy on request	Free
Records Management Policy (including retention and disposal schedule)	Website / Hard copy on request	Free
Equality, Diversity and Inclusion Policy	Website / Hard copy on request	Free
Health and Safety Policy	Website / Hard copy on request	Free
Recruitment and Employment Policies (including current vacancies)	Website / Hard copy on request	Free
Lone Worker Policy (where applicable)	Website / Hard copy on request	Free
Risk Assessment and Risk Management Policy	Website / Hard copy on request	Free
Grant Awarding Policy and Criteria	Website / Hard copy on request	Free
Publication Scheme and Schedule of Charges	Website / Hard copy on request	Free
Asset Management Policy (where applicable)	Website / Hard copy on request	Free
Media and Communications Policy	Website / Hard copy on request	Free
Social Media Policy	Website / Hard copy on request	Free
Vexatious and Persistent Requests Policy	Website / Hard copy on request	Free

Class 6 – Lists and Registers

Currently maintained lists and registers only | Available by inspection, hard copy or website as appropriate

Register of Members' Interests (Disclosable Pecuniary Interests and Other Registerable Interests)	Website / Inspection at Town Hall	Free
Register of Gifts and Hospitality received by members and officers	Website / Inspection at Town Hall	Free

Assets Register (list of all assets owned or managed by the Council)	Website / Hard copy on request	Free
Disclosure Log (record of information provided in response to FOIA/EIR requests – recommended good practice)	Website / Hard copy on request	Free
Any publicly available registers required by statute to be maintained (e.g. burial registers, allotment waiting lists)	Inspection at Town Hall / Hard copy on request	See Schedule of Charges
Planning applications register (as maintained by Dorset Council – link to external website)	Website (external link to Dorset Council)	Free

Class 7 – The Services We Offer

Information about the services we offer | Current information only

Information about allotments (if provided or managed by the Council)	Website / Hard copy on request	Free
Information about burial grounds and closed churchyards (if applicable)	Website / Hard copy on request	Free
Information about community centres, hall lettings and public open spaces managed by the Council	Website / Hard copy on request	Free
Parks, playing fields and recreational facilities	Website / Hard copy on request	Free
Seating, litter bins, war memorials, clocks and public lighting (maintained by the Council)	Website / Hard copy on request	Free
Bus shelters maintained by the Council	Website / Hard copy on request	Free
Markets (if applicable)	Website / Hard copy on request	Free
Public convenience facilities (if managed by the Council)	Website / Hard copy on request	Free
Agency and service level agreements with Dorset Council or other bodies	Website / Hard copy on request	Free
Details of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees, allotment rents, hall hire charges)	Website / Hard copy on request	Free
Newsletters, leaflets and guidance produced for the public	Website / Hard copy on request	Free
Tourism and events information for Wareham and the surrounding area	Website / Hard copy on request	Free

PART 2 – SCHEDULE OF CHARGES

The following schedule sets out the charges that may be applied when making information available in accordance with the Publication Scheme. Charges are kept to a minimum and cover only the direct disbursement costs incurred by the Council. No charge is made for information provided via the Council's website.

The Council will inform any person of a charge before providing the information and will require payment in advance.

Type of Charge	Description	Basis of Charge
Disbursement – Photocopying	Black & white: 10p per sheet; Colour: 20p per sheet	Actual cost incurred
Disbursement – Postage	Royal Mail standard 2nd class (or 1st class where urgent)	Actual cost of postage
Statutory Fee	Charges prescribed by statute (e.g. certified copies from burial/allotment registers)	In accordance with the relevant legislation
Dataset Re-Use Licence Fee	Where applicable and not released under the Open Government Licence	Calculated in accordance with the Re-use Fees Regulations or other applicable legislation
Website / Electronic	Information provided electronically via the website or by email	Free – no charge

Note: The Council reserves the right to update this schedule. Any changes will be published on the Council's website and in any revised version of this document approved by Full Council.

PART 3 – HOW TO MAKE A REQUEST FOR INFORMATION

Requesting Information Under This Publication Scheme

Most information covered by this scheme is available free of charge from the Council's website. Where information is not available online, you may request it in hard copy by contacting the Town Clerk.

Requesting Information Not Covered by This Scheme

If you wish to request information that is not covered by this Publication Scheme, you may do so under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Requests must be made in writing (including by email) and should:

- state your name and correspondence address (or email address);
- describe the information you are seeking as clearly as possible; and
- state the format in which you would like to receive the information (if you have a preference).

Contact Details

Officer	Contact Details
Town Clerk	Nicola Gray
Address	Wareham Town Council, Town Hall, East Street, Wareham, Dorset, BH20 4NN
Telephone	01929 553006
Email	office@wareham-tc.gov.uk
Website	www.wareham-tc.gov.uk
Office Hours	8.30am to 4.30pm Monday to Friday (4pm on Wednesday's)

Response Times

The Council will respond to all FOIA and EIR requests within 20 working days of receipt. If the Council cannot meet this deadline, it will notify you and explain why.

Complaints and Appeals

If you are dissatisfied with the Council's response to your request, you may request an internal review by contacting the Town Clerk. If you remain dissatisfied following an internal review, you may complain to the Information Commissioner's Office:

ICO	Contact Details
Website	www.ico.org.uk
Telephone	0303 123 1113
Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Approval and Review Record

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