



Wellingborough Town Council

FREEDOM OF INFORMATION POLICY

As a minimum, the data that Wellingborough Town Council will release to the public will include:

Expenditure over £500, (including costs, supplier and transaction information).

1. Senior Officer salaries (over £58,000), names, job descriptions,
2. An organisational chart of the officer structure of the local authority including salary bands and details of currently vacant posts.
3. Councillor allowances and expenses.
4. Copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector, suitability redacted as necessary.
5. Grants to the voluntary community and social enterprise sector
6. Policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position.
7. The location of public land and building assets and key attribute information that is normally recorded on asset registers and
8. Data of democratic running of the local authority including the constitution, election results, committee minutes, decision - making processes and records of decisions

Relevant Legislation:

- Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Regulations 2004

- The Local Government Transparency Code 2014 issued under S2 of the Local Government, Planning and Land Act 1980
- General Data Protection Regulation 2018

In compliance with the Freedom of Information Act 2000 Wellingborough Town Council has adopted a publication scheme in line with the model publication scheme which the Information Commissioner has produced for all public authorities.

The publication scheme must include the following classes of information:

Class 1

Who we are and what we do?

Organisation information, location and contacts, constitutional and legal governance.

Class 2

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Class 3

What are our priorities and how we are doing?

Strategy and performance information, plans, assessments, inspections and reviews

Class 4

How we make decisions?

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations

Class 5

Our policies and procedures

Current written protocols for delivery our functions and responsibilities

Class 6

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Town Council

Class 7

The Services we offer

Advice and guidance, booklets and leaflets, transactions and medial release, 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 FOIA or is otherwise properly considered to be protected from disclosure or information which is no longer held.

How is Information Available?

The publication scheme is intended to provide the maximum amount of information at the minimum cost to the public and an much information as possible we be provided on the council's website otherwise it will be made available in hard copy.

Charges

Charges are stated within the guide to the publications scheme and will be the actual costs for disbursements such as photocopying and postage.

Other information

Information held by a public authority that is not covered by the Publication Scheme may be requested in writing when its provision will be considered in accordance with the Freedom of Information Act and other relevant legislation

Making a Freedom of Information Request

Requests for information under the FOI should

1. be in writing (email is acceptable)
2. include your name and address
3. contain sufficient information to allow us to locate the information that you want
4. be legible

There is no obligation for you to disclose any reason for requesting information but if you wish to talk to an officer about the information that you are trying to ascertain please contact the Town Clerk. This may help us to find the information you require more swiftly.

Once a request has been received in writing it will be recorded and acknowledged by the Town Council and handled in accordance with the requirements of the legislation. Within 20 working days we will issue a decision notice which will

1. Confirm whether we hold the information requested
2. Advise whether you will need to pay a fee for the information

On receipt of your payment we will issue the information.

There are a number of exceptions to the Freedom of Information Act in law. If the council believes that the information requested falls into the category of exempt information you will be advised and the reasons for the decision not to disclose the information will be included with the decision notice. You will be able to challenge this decision by complaining to the Town Council and (if the issue is still not resolved satisfactorily) by appeal and to do so you should contact the office of the Information Commissioner on 0303 123 1113 or www.ico.org.uk.

The Local Government Transparency Code for town and parish councils

Wellingborough Town Council aims to comply with the minimum requirements for publication of information set out in part one of this code and aspires to provide as much information and in as many different formats as possible as recommended in part two of the code. Town Council is working towards increased transparency and real-time publication of information.

Guide to Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Can be obtained through the Town Council website, or by email on request to the Town Clerk)</p>	<p>See below</p>
<p>Who's who on the Council and its Committees</p>	<p>Can be obtained through the Town Council website</p> <p>or by email on request to the Town Clerk</p>	<p>See below</p>
<p>Contact details for Town Clerk and Council</p>	<p>Can be obtained through the Town Council website, or by email on request to the Town Clerk</p>	<p>See below</p>
<p>Location of main Council office and accessibility details</p>	<p>Can be obtained through the on the Town Council website or by email on request to the Town Clerk</p>	<p>See below</p>

Officer structure	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
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<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Can be obtained in hard copy, by email on request to the Town Clerk or published annually in the the Chairs Report	See below
Annual return form and report by auditor	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Finalised budget	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Precept	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below

Borrowing Approval letter	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Financial Standing Orders and Regulations	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Grants given and received	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Three Year Plan (current and previous year as a minimum)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Class 4 – How we make decisions (Decision making processes and records of decisions)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub- committee meetings and parish meetings)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Agendas of meetings (as above)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Minutes of meetings (as above)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Reports presented to council meetings – excluding confidential reports	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Responses to consultation papers	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Responses to planning applications	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Can be obtained through the Town Council website</p> <p>or by email on request to the Town Clerk</p>	<p>See below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee terms of reference</p>	<p>Can be obtained through the Town Council website</p> <p>or by email on request to the Town Clerk</p>	<p>See below</p>
<p>Delegated authority in respect of officers Code of Conduct</p> <p>Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of officer:</p> <p>Internal policies relating to the delivery of services Health and safety policy</p> <p>Policies and procedures for handling requests for information</p>	<p>Can be obtained through the Town Council website</p> <p>or by email on request to the Town Clerk</p>	<p>See below</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Data protection policies	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Schedule of charges (for the publication of information) Schedule of other charges	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Class 6 – Lists and Registers Currently maintained lists and registers only	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Assets Register	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Register of councillors' interests	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Register of gifts and hospitality	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Can be obtained through the Town Council website or by email on request to the Town Clerk	See below
Allotments	Can be obtained in hard copy, on Town Council website or by email on request to the Town Clerk	See below

Contact details: Town Clerk, clerk@wellingboroughtowncouncil.gov.uk

Website: www.wellingboroughtowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 24p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage actual cost of Royal Mail standard 2 nd class a letter	Actual cost of Royal Mail standard 2 nd class