



Parish Clerk: Mrs D. Jacob  
5 Crocklands  
Greenstead Green  
Halstead  
Essex  
CO9 1QY  
Tel: 07907631172

# Wickham St Pauls Parish Council

## Freedom of Information Publication Scheme

The Wickham St Pauls Parish Council Publication Scheme was created to meet the requirements of the Freedom of Information Act 2000, using the model publication scheme approved by the Office of the Information Commissioner. The scheme sets out the different classes of information Wickham St Pauls Parish Council routinely makes available, which can be divided into five distinct areas:

### Who we are and what we do

Organisational information, structures and contacts.

### What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement and financial audit.

### What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

### How we make decisions

Decision making processes and records of decisions.

Our policies and procedures

Current written protocols, policies and procedures for delivering our responsibilities.

### Lists and registers

Public registers and registers held by Wickham St Pauls Parish Council as public records.

## Services provided by the council

Information about the services the council provides.

The Wickham St Pauls Parish Council publication scheme links to key information available from the website. If you cannot find the publication you want from our main website you can contact us directly to obtain it.

Most of our information is available free of charge and can be downloaded from the website. However, some information made available under the Data Protection Act 1998, The Freedom of Information Act 2000, the Environmental Information Regulations 2005 and other relevant legislation does incur a charge.

We attempt to provide the majority of information electronically via the website, but in those instances where information can only be accessed in other ways, this will be stated explicitly.

If 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.

Information can be translated and/ or made available in alternative formats on request. Contact the Parish Clerk on 07907631172 for more information.

## Failure to provide information

It is not always possible to provide information requested. There are a number of reasons why we may be unable to provide information:

- We do not hold the information requested.
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs), or its release is prohibited under another statute.
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the information for routine release.

Further guidance is available from the Office of the Information Commissioner.

## Making a complaint

If you wish to make a complaint about the Publication Scheme or the way we have dealt with your request for a publication, please use the [complaints procedure](#).

If, after following our complaints procedure, you are still not satisfied, you are entitled to take your complaint to the [Information Commissioner's Office \(ICO\)](#) or [The Monitoring Officer at Braintree District Council](#).

## Who we are and what we do

### Council Contacts

Wickham St Pauls Parish Council is located at the following address:

The Parish Clerk and Responsible Financial Officer of the Council

Mrs Diane Jacob

5 Crocklands,

Greenstead Green,

Halstead,

Essex,

C09 1QY.

Tel: 07907631172

## What We Spend And How We Spend It

### Financial statements, budgets and capital expenditure

This explains how the council intends to spend its resources each month listed on an Agenda to be discussed at a monthly meeting. A detailed analysis of the planned spending is contained in the Budget Plan. Spending for the previous financial year is contained within The Statement of Accounts, which also outlines the financial position of the council.

### Procurement procedures

Information about supplying Wickham St Pauls Parish Council with goods and services, and the procedures in place for acquiring goods and services.

## What our priorities are and how we are doing

### Wickham St Pauls Parish Council priorities and Corporate Plan

Every year, Wickham St Pauls Parish Council I sets out a series of pledges that are based on what is important to residents. The pledges for 2022-2023 will be tested against how far they offer real value in terms of efficiency and effectiveness.

# How we make decisions

## Council decisions and meetings

The Calendar of Meetings contains the listing of forthcoming meetings and the Agenda for the Council. The decisions option contains listings of decisions taken by individual Members. You can search by issue, person making the decision, or date. You can also view the Council's Key Decisions on the approved minutes each month.

Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained. The results and outcomes of consultation exercises are also available on the approved minutes.

## Wickham St Pauls Parish Council Constitution

The Council's constitution, which covers the adopted code of conduct, memoranda of understanding, council procedure rules, information about the division of responsibilities between committees and delegated responsibilities, protocol on member/ officer relations.

## Policies and Procedures

(Documents available in hard copy)

- Code of Conduct
- Co-Option Policy
- Complaints Procedure
- Community Emergency Plan (Not published, copy sent to BDC)
- Community Engagement Policy
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Financial Regulations
- Firework Risk Assessment
- Freedom of Information Policy
- Grant Policy
- Grievance Policy
- Public Participation
- Standing Orders
- Strategic Risk Register
- Terms of Reference for Personnel Committee
- Training & Development Policy
- Training Record

## Customer service

Contact details for making complaints, compliments and comments on the services we provide.

## Your right to know

Wickham St Pauls Parish Council seeks to make all relevant information accessible to the public, in line with information security policies and in compliance with Freedom of Information and Data Protection legislation.

## 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 (30p per page)
- postage and packaging (at current Royal Mail prices)
- 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.

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

## Personal information

How personal information is protected under the Data Protection Act. The Data Protection Act also gives you the right to see personal information we hold about you and ensures that your information is protected from being seen by people who should not see it.

## Wickham St Pauls Parish Council website disclaimer

Covers a range of information about data on the website.

## The Essex Trust Charter

An agreement between organisations across Essex to share information. The charter is supported by sets of rules (known as information-sharing protocols) that set out the details of sharing information.

Re-Adopted

Date 23<sup>rd</sup> May 2023

Minute reference 23/055 Item O

Signed .....Chairman

Review Date: May 2024