Publication Scheme

Purpose: To set out how West Wittering Parish Council makes information routinely available to the public under the Freedom of Information Act 2000 and the Information Commissioner's Office model publication scheme.

Adopted: WWPC Full Council Meeting Minute Reference: 088/26 i

Review: Autumn 2029

Introduction

West Wittering Parish Council is committed to openness, transparency and accountability. This Publication Scheme explains the information the Council routinely makes available, how that information can be accessed, and whether any charge may apply.

The Council adopts the Information Commissioner's Office model publication scheme and publishes this local guide to information so that residents, electors and other interested parties can identify and obtain information quickly and easily wherever possible.

The information listed in this scheme represents the minimum information the Council expects to make available proactively. Information not listed may still be requested under the Freedom of Information Act 2000.

Model publication scheme commitments

The Council will proactively publish, or otherwise make available as a matter of routine, information it holds that falls within the classes of information set out in this scheme. The Council will specify what information is held, how it can be obtained, and whether any charge applies.

Access to information

Wherever practicable, information will be published on the Council's website. Information may also be made available by email, by post, or by inspection by prior appointment with the Clerk. Requests should clearly describe the information required so that the Council can respond efficiently.

If information is already publicly available on another authority's website, the Council may provide details of where it can be obtained. If information is not held, is exempt, is archived or out of date, or would be impractical to prepare for routine publication, this will be explained where appropriate.

Information not suitable for routine publication

The Council will not routinely publish information that is exempt under the Freedom of Information Act 2000, because it contains personal data, confidential information, commercially sensitive information, legal privilege or security-sensitive material.

General correspondence sent to or received by the Council, personal data relating to private individuals, and information relating to confidential Council business will not normally be published proactively, although such information may be considered if a valid statutory request is received.

Charges

Information published on the Council's website will normally be available free of charge. The Council may charge for photocopying, printing, postage, media such as USB drives, or other costs

of supplying information in another format. Any charge will be based on actual cost and will be confirmed before the information is supplied.

Responsibilities and review

The Clerk is responsible for maintaining this scheme, keeping the guide to information up to date, coordinating publication on the website, and ensuring that requests for information are handled in accordance with statutory requirements. The scheme will be reviewed at least every three years, or sooner if legislation, ICO guidance or Council arrangements change.

Guide to information

The table below summarises the classes of information the Council will normally make available, examples of information within each class, how the information can be accessed, and whether a charge may apply.

Class of information	Examples of information available	How available	Charge
Who we are and what we do	Council structure, councillor names and responsibilities, contact details for the Clerk, meeting dates, terms of reference, standing orders and other constitutional information.	Website; email or hard copy from the Clerk; inspection by appointment.	Free online; actual cost for copies/postage.
What we spend and how we spend it	Annual budgets, precept information, annual governance and accountability return, audited accounts, financial reports, payments, procurement information, contracts and grants.	Website where published; email or hard copy from the Clerk; inspection by appointment.	Free online; actual cost for copies/postage.
What our priorities are and how we are doing	Council plans, project updates, annual reports, service information, asset information, inspection records and other performance or review information where held.	Website where published; email or hard copy from the Clerk.	Free online; actual cost for copies/postage.
How we make decisions	Agendas, minutes, reports, background papers, consultation information, committee decisions and delegated decisions where they form part of the formal Council record.	Website; noticeboards where applicable; email or hard copy from the Clerk.	Free online; actual cost for copies/postage.
Our policies and procedures	Standing Orders, Financial Regulations, Code of Conduct, data protection documents, complaints	Website where published; email or hard copy from the Clerk.	Free online; actual cost for copies/postage.

	procedure, publication scheme, retention policy, health and safety arrangements and other adopted policies.		
Lists and registers	Asset register, register of members' interests, gifts and hospitality records where held, disclosure logs where maintained, allotment or facility registers where suitable for publication.	Website where appropriate; email or hard copy from the Clerk; inspection by appointment.	Free online; actual cost for copies/postage.
Services provided by the Council	Information about Council land, assets, facilities, allotments, open spaces, memorial benches, bookings, local amenities and services for which the Council is responsible.	Website where published; email or hard copy from the Clerk.	Free online; actual cost for copies/postage.