



# **Wolverton & Greenleys Town Council**

## **Information and Transparency Policy**

**Relevant Legislation:**

- Data Protection Act 1998
- 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

**Freedom of Information**

In compliance with the Freedom of Information Act 2000 Wolverton and Greenleys 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 are 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 as much information as possible to 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 a member of staff 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 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](http://www.ico.org.uk).

**The Local Government Transparency Code for town and parish councils with a gross annual income or expenditure exceeding £200,000**

Wolverton and Greenleys 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Can be obtained through the Town Council website, in the Wolverton and Greenleys News 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 .displayed on noticeboards around the Town 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, displayed on noticeboards around the Town 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, published on the noticeboard outside the Town Council offices and in the Wolverton and Greenleys News, or by email on request to the Town Clerk</p>	<p>See below</p>
<p>Staffing structure</p>	<p>Can be obtained through the Town Council website, Chairs Annual Report or by email on request to the Town Clerk</p>	<p>See below</p>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Can be obtained in hard copy, by email on request to the Town Clerk or published annually in the Wolverton and Greenleys News and the Chairs Report	See below
Annual return form and report by auditor	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Finalised budget	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Precept	Can be obtained in hard copy 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 in hard copy or by email on request to the Town Clerk	See below
Grants given and received	Can be obtained in hard copy or by email on request to the Town Clerk. Updates are published regularly in the Wolverton and Greenleys News and all grants are recorded in the minutes and accounts.	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 in hard copy 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, Wolverton and Greenleys News or by email on request to the Town Clerk	See below

Class 4 – How we make decisions (Decision making processes and records of decisions)  Current and previous council year as a minimum	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Can be obtained in hard copy, on the Town Council noticeboards, on display in the Town Hall, on the Town Council website or by email on request to the Town Clerk	See below
Agendas of meetings (as above)	Can be obtained in hard copy, on the Town Council noticeboards, in Wolverton Library, on the Town Council website or by email on request to the Town Clerk	See below
Minutes of meetings (as above)	Can be obtained in hard copy, in Wolverton Library, on 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 in hard copy or by email on request to the Town Clerk	See below
Responses to planning applications	Can be obtained in hard copy, on the Town Council website or by email on request to the Town Clerk	See below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Policies and procedures for the conduct of council business:  Procedural standing orders Committee terms of reference	Can be obtained in hard copy or by email on request to the Town Clerk	See below

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Can be obtained in hard copy or by email on request to the Town Clerk	See below
Data protection policies	Can be obtained in hard copy 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 in hard copy or by email on request to the Town Clerk	See below
		See below
Class 6 – Lists and Registers  Currently maintained lists and registers only	hard copy; some information may only be available by inspection)	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 in hard copy or by email on request to the Town Clerk	See below
Assets Register	Can be obtained in hard copy 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 members' interests	Can be obtained in hard copy 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)  Current information only	hard copy; some information may only be available by inspection	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, Wolverton and Greenleys Town Council, Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY, Tel: 01908 326800, Fax 01908 326801 Email: [office@wolvertonandgreenleystowncouncil.gov.uk](mailto:office@wolvertonandgreenleystowncouncil.gov.uk) Website: [www.wolvertonandgreenleystowncouncil.gov.uk](http://www.wolvertonandgreenleystowncouncil.gov.uk)**

### **SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 24p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage from 57p for a letter weighing 0-100g	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Limit of £450.00	In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority