

## **ROYAL WOOTTON BASSETT TOWN COUNCIL**

### **FREEDOM OF INFORMATION ACT 2000 GUIDE TO CLASSES OF INFORMATION AVAILABLE**

**This guide details what information is readily available from Royal Wootton Bassett Town Council under the Freedom of Information Act 2000 Model Publication Scheme, together with the costs. The Model Publication Scheme issued by the Information Commissioner was adopted by the Town Council on 13<sup>th</sup> February 2020. Any information not listed may be requested, in writing, but may not always be available for reasons outside the control of the Town Council e.g. personal information covered by the Data Protection Act. However, each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts.</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard copy	Free 50p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 50p/sheet
Location of main Council office and accessibility details	Website Hard copy	Free 50p/sheet
Staffing structure	Website Hard copy	Free 50p/sheet

<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.  Current and previous financial year as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by external auditor	Website Hard copy	Free 50p/sheet
Annual Accounts	Website Hard copy	Free 50p/sheet
Finalised budget	Website Hard copy	Free 50p/sheet
Precept	Website Hard copy	Free 50p/sheet
Borrowing Approval letter	Website Hard copy	Free 50p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 50p/sheet
Grants given and received	Website Hard copy	Free 50p/sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 50p/sheet
Members' allowances and expenses	Website Hard copy	Free 50p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews.	<b>How the information can be obtained</b>	<b>Cost</b>
Policy Plan (from 2009 only – no previous available)	Website Hard copy	Free 50p/sheet
Performance Management Strategy (from 2009 only – no previous available)	Website Hard copy	Free 50p/sheet
Financial Management Strategy (from 2009 only – no previous available)	Website Hard copy	Free 50p/sheet
Short, medium and long term financial strategy	Website Hard copy	Free 50p/sheet
Annual Report to Parish (current and previous year as a minimum)	Website Hard copy	Free 50p/sheet
Internal Audit Reports	Website Hard copy	Free 50p/sheet
Service Reviews	Website Hard copy	Free 50p/sheet
Quality status – GOLD, Local Council Award Scheme	Website Hard copy	Free 50p/sheet
Local charters drawn up in accordance with DCLG guidelines – none in force	N/A	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 50p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 50p/sheet
Minutes of meetings (as above) – NB - this will exclude information that is properly regarded as private to the meeting e.g. Staffing and Contract issues	Website Hard copy	Free 50p/sheet
Reports presented to council meetings – NB - this will exclude information that is properly regarded as private to the meeting e.g. Staffing and Contract issues	Website Hard copy	Free 50p/sheet
Responses to consultation papers	Website Hard copy	Free 50p/sheet
Responses to planning applications	Website Hard copy	Free 50p/sheet
Bye-laws		

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
<i>Policies and procedures for the conduct of council business:</i> Procedural Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct Policy statements	Website Hard copy	Free 50p/sheet
<i>Policies and procedures for the provision of services and about the employment of staff:</i> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 50p/sheet
Information security policy	Website Hard copy	Free 50p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 50p/sheet
Data protection policies	Website Hard copy	Free 50p/sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 50p/sheet

<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Currently maintained lists and registers only - some information may only be available by personal visit and inspection.		
Any publicly available register or list, e.g. Electoral Register	Website Hard copy	Free 50p/sheet
Burials Register	Hard Copy only	50p/sheet
Assets Register	Website Hard copy	Free 50p/sheet
Freedom of Information Disclosure log (indicating the information that has been provided in response to requests)	Website Hard copy	Free 50p/sheet
Register of members' interests	Website Hard copy	Free 50p/sheet
Register of gifts and hospitality	Website Hard copy	Free 50p/sheet

<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by personal visit and inspection  Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Website Hard copy	Free 50p/sheet
Burial grounds and closed churchyards	Website Hard copy	Free 50p/sheet
Community centres	Website Hard copy	Free 50p/sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free 50p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 50p/sheet
Bus shelters	Website Hard copy	Free 50p/sheet
Markets	Website Hard copy	Free 50p/sheet
Public conveniences	Website Hard copy	Free 50p/sheet
Agency agreements – no service delivered		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 50p/sheet



<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<b>How the information can be obtained</b>	<b>Cost</b>

**Contact details: The Town Clerk, Royal Wootton Bassett Town Council, 117 High Street, Royal Wootton Bassett, Wiltshire SN4 7AU. Telephone 01793 850222. Web site [www.royalwoottonbassett.gov.uk](http://www.royalwoottonbassett.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 @ ..p per sheet (black & white)	Actual cost*
	Photocopying @ ..p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority