

# Data Transparency Policy and Model Publication Scheme

## 1. Data Transparency

- 1.1 The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.
- 1.2 “Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. The Code will therefore underpin the Council’s decision on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.
- 1.3 The principles of the Code are:
  - (a) Demand led: new technologies and publication of data should support transparency and accountability.
  - (b) Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
  - (c) Timely: data will be published as soon as possible following production.

## 2. Model Publication Scheme

- 2.1 The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner’s Office (ICO), and to publish information covered by the scheme.
- 2.2 The scheme must set out the Council’s commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.
- 2.3 Every public authority must have a publication scheme, but the ICO has now created a model publication scheme that all public authorities must use. The Town Council’s Model Publication Scheme is attached to this policy.



# Information available from Warminster Town Council under the model publication scheme @ May 2016

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts (current information only)	n.b. Hard copies can be obtained from the Town Council offices at the Civic Centre	
Who's who on the Council and its Committees	Hard copy/website	Free
Contact details for Town Clerk and Council members – named contacts where possible with telephone number and email address if used	Hard copy/website	Free
Location of main Council office and accessibility details	Hard copy/website	Free
Staffing structure	Hard copy/website	Free
<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)		
Annual return form and report by auditor	Hard copy/website	Free
Finalised budget	Hard copy/website	Free
Precept	Hard copy/website	Free
Borrowing approval letter	Hard copy	Free
Treasury Management Policy	Hard copy/website	Free
Grants given and received	Hard copy/website	Free
List of current contracts awarded and value of contract	Hard copy/website	Free
Members' expenses	Hard copy/website	Free
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Town Plan	Hard copy/website	Free
Neighbourhood Plan	Hard copy/website	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy/website	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Strategic Plan 2016–21	Hard copy/website	Free
Service Plan 2016–17	Hard copy/website	Free
Local Council Award	Hard copy	Free
Local charters drawn up in accordance with DCLG guidelines	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)	n.b. The record of all decisions made is contained within Council and Committee minutes	
Timetable of Council, Committee and Parish meetings	Hard copy/website	Free
Agendas of meetings	Hard copy/website	Free
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting	Hard copy/website	Free
Reports presented to council meetings n.b. this will exclude information that is properly regarded as private to the meeting	Hard copy/website	Free
Responses to consultation papers	Hard copy/email	Free
Responses to planning applications	Contained in minutes from Planning Advisory meetings Hard copy/email/website	Free
Bye-laws	Hard copy	Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
<b>Policies and procedures for the conduct of Council business:</b> Standing Orders and Financial Regulations Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements (Constitution)	Hard copy/website	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Internal instructions to staff and policies relating to the delivery of services Equality Opportunities 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)	Hard copy/website	Free
Information Security Policy	Hard copy/website	Free
Document Retention and Disposal Policy	Hard copy/website	Free
Data Protection Policy	Hard copy/website	Free
Schedule of charges for publication of information	Hard copy/website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	n.b. Some information may only be available by inspection	
Any publicly available register or list	Hard copy/website	Free
Assets Register	Hard copy/website	Free
Disclosure log indicating the information that has been provided in response to requests	Hard copy/website	Free
Register of members' interests	Hard copy/website	Free
Register of gifts and hospitality	Hard copy	Free
<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 (current information only)	n.b. Some information may only be available by inspection	
Allotments	Not managed by Town Council	
Burial grounds and closed churchyards	Hard copy	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Community Centre	Hard copy/website	Free
Parks, playing fields and recreational facilities	Hard copy/website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy/website	Free
Bus shelters	Hard copy/website	Free
Markets	None managed by the Town Council	
Public conveniences	Hard copy/website	Free
Agency agreements	None held by the Town Council	
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. burial fees	Hard copy	Free
<b>Additional Information</b> The Council will be happy to provide any information that it can on request. If you do not see what you are looking for on this published list, then please make your request to the following contact details.	<b>The Town Clerk</b> <b>Warminster Town Council</b> <b>Warminster Civic Centre</b> <b>Sambourne Road</b> <b>Warminster</b> <b>BA12 8LB</b> <b>Tel: 01985 214847</b> <b>Email: <a href="mailto:admin@warminster-tc.gov.uk">admin@warminster-tc.gov.uk</a></b>	

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost to produce
	Photocopying @ 20p per sheet (colour)	Actual cost to produce
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other	Additional unforeseen costs of reproducing information which can be discussed on request.	