

Data Transparency Policy and Model Publication Scheme

May 2022 reviewed

Next review May 2023

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 2022

| Information to be published | How the information can be obtained | Cost |
|--|--|------|
| Class 1 – Who we are and what we do 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 |
| | | |
| 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) | | |
| 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 |
| | | |
| Class 3 – What our priorities are and how we are doing 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 |

| Information to be published | How the information can be obtained | Cost |
|---|---|-------------|
| 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 | |
| | | |
| Class 4 – How we make decisions 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 |
| | | |
| Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities | | |
| Policies and procedures for the conduct of Council business: Standing Orders and Financial Regulations Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements (Constitution) | Hard copy/website | Free |

| Information to be published | How the information can be obtained | Cost |
|---|---|-------------|
| Policies and procedures for the provision of services and about the employment of staff: 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 |
| | | |
| Class 6 – Lists and Registers 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 |
| | | |
| 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) | n.b. Some information may only be available by inspection | |
| Allotments | Not managed by Town Council | |
| Burial grounds and closed churchyards | Hard copy | Free |

| Information to be published | How the information can be obtained | Cost |
|---|---|-------------|
| 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 |
| <p>Additional Information</p> <p>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.</p> | <p>The Town Clerk Warminster Town Council Warminster Civic Centre Sambourne Road Warminster BA12 8LB Tel: 01985 214847 Email: admin@warminster-tc.gov.uk</p> | |

| 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 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | Additional unforeseen costs of reproducing information which can be discussed on request. | |