

# Wendens Ambo Parish Council

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## Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### Classes of Information

#### **Who we are and what we do.**

Information	Format	Charge
Organisational Information	On the website Hard Copy	Free 5p per sheet
Locations and contacts	On the website Hard Copy	Free 5p per sheet
Constitutional and Legal Governance	Hard Copy	5p per sheet

#### **What we spend and how we spend it.**

Information	Format	Charge
Financial Information relating to projected and actual income and	On the website Hard Copy	Free 5p per sheet

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expenditure		
Tendering	Hard Copy	5p per sheet
Procurement and contracts	Hard Copy	5p per sheet

### What our priorities are and how we are doing.

Information	Format	Charge
Strategy and Performance Information	Hard Copy	5p per sheet
Plans	Hard Copy	5p per sheet
Assessments	Hard Copy	5p per sheet
Inspections	Hard copy	5p per sheet
Reviews	Hard copy	5p per sheet

### How we make decisions.

Information	Format	Charge
Policy proposals and decisions	On the website	Free
	Hard Copy	5p per sheet
Decision making processes	On the website	Free
	Hard Copy	5p per sheet
Internal criteria and procedures	On the website	Free
	Hard Copy	5p per sheet
Consultations	On the website	Free
	Hard Copy	5p per sheet

### Our policies and procedures.

Information	Format	Charge
Current written protocols for delivering our functions and responsibilities	On the website	Free
	Hard Copy	5p per sheet

### Lists and registers.

Information	Format	Charge
Information held in registers required by law	On the website	Free
	Hard Copy	5p per sheet
Other lists and registers relating to the functions of the authority	On the website	Free
	Hard Copy	5p per sheet

### The services we offer.

Information	Format	Charge
Advice and guidance	Hard Copy	5p per sheet
Booklets and leaflets	On the website	Free
	Hard Copy	5p per sheet
Transactions and media releases	On the website	Free
	Hard Copy	5p per sheet

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A description of services offered	On the website Hard Copy	Free 5p per sheet
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The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.