

# Publication Scheme

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## Document Control

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## Change History

Version	Date	Description	Change ID
1	January 2003	Publication Scheme under S19 of the Freedom of Information Act 2000	
2	January 2005	Revised Publication Scheme under S19 of the Freedom of Information Act 2000	
3	September 2008	Revised Publication scheme under S19 of the Freedom of Information Act 2000	
4	November 2018	Reviewed and updated service contact details	

## Related Documents

Reference	Title	Tier
	Access to Information Policy 2014	1



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## **1. Purpose**

- 1.1. This Publication Scheme is published in accordance with the statutory provisions of S19 of the Freedom of Information Act 2000, and follows the template provided by the Information Commissioner, the Regulator for the Act.

## **2. Applicability**

- 2.1. This Publication Scheme applies to all West Berkshire Council staff.

## **3. Roles and Responsibilities**

- 3.1. The Head of Strategic Support has overall responsibility for ensuring that information is managed appropriately in accordance with this Publication Scheme.
- 3.2. The Information Management Team is responsible for:
- Directing and reviewing this Publication Scheme.
  - Ensuring that there is effective consultation and communication on Freedom of Information related matters.
  - Publishing & Promoting the adoption of this Publication Scheme.
  - Ensuring compliance with published Policies, procedures, working practices and technology changes.
- 3.3. The Information Management Team are responsible for the day-to-day management of Freedom of Information including ensuring implementation of this Publication Scheme.
- 3.4. All staff within West Berkshire are responsible for familiarising themselves with, and ensuring that they comply with the Publication Scheme provisions.
- ## **4. Classes of Information**
- 4.1 **Who we are and what we do** (Organisational information, structures, locations and contacts).
- Council Constitution
  - Council Democratic Structure
  - Organisational Structure
  - Location and opening times of Council properties
  - Currently elected councillors' information and contact details
  - Contact details for all customer-facing departments
  - Most recent election results
  - Relationships with other authorities

**4.2 What we spend and how we spend it** (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit).

- Financial statements, budgets and variance reports.
- Capital programme
- Spending reviews
- Financial audit report
- The Members' allowances scheme and the allowances paid under it to councilors each year
- Staff allowances and expenses
- Pay and grading structure
- Election expenses
- Procurement procedures
- Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector
- Details of grants to the voluntary community and social enterprise sector
- District Auditor's report
- Financial statements for projects and events
- Internal financial regulations
- Funding for partnership arrangements

**4.3 What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)

- Annual reports
- Strategies and business plans for services provided by the Council
- Internal and external organisation performance reviews, including external audits
- Strategies developed in partnership with other authorities
- Economic development action plan
- Forward plan
- Capital strategy
- Inspection reports

- Statistical information produced in accordance with the council's and departmental requirements
- Impact assessments
- Service standards
- Fileplans (high level, for current records management systems)
- Public service agreements

#### **4.4 How we make decisions** (Decision-making processes and records of decisions)

- Timetable of council meetings
- Agendas, officers reports, and minutes of council committee, sub committee and standing forum meetings
- Major policy proposals and decisions
- Facts and analyses of facts considered when framing major policies
- Public consultations
- Internal communications guidance, criteria used for decision-making, internal instructions, manual and guidelines (where required)

#### **4.5 Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities)

- Policies and procedures for conducting council business
- Policies and procedures for delivering our services
- Pay policy statement
- Policies and procedures about the recruitment and employment of staff
- Customer service
- Records management and personal data policies
- Charging regimes and policies

#### **4.6 Lists and registers**

- Public registers and registers held as public records
- Disclosure logs
- Register of councillors' financial and other interests
- Senior officers declarations of interests

- Register of gifts and hospitality
- Highways, licensing, planning, commons, footpaths etc.
- Register of electors

#### **4.7 Services provided by the Council** (Information about the services the Council provides including leaflets, guidance and newsletters)

- Regulatory and licensing responsibilities
- Services for local businesses
- Services for other organisations
- Services for members of the public
- Services for which the Council is entitled to charge a fee, together with those fees
- Information for visitors to the area, leisure information, events, museums, libraries and archive collections
- Advice and guidance
- Media releases
- Election information

## **5. Contacts**

The Publication Scheme will be published on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) and links will be provided to the information cited. However, anyone unable to obtain the information via the website may contact:

The Information Management Team  
 Strategic Support  
 Council Offices  
 Market Street  
 Newbury  
 RG14 5LD  
 Email [foi@westberks.gov.uk](mailto:foi@westberks.gov.uk)

To obtain printed copies of the information requested (a charge may be made for printed copies). The authority will also supply copies in other text sizes and formats where requested to assist individuals who have difficulties reading standard text. Versions in Braille or spoken word can be supplied on request.