

## **Mid Wharfedale Parish Council Freedom of Information Publication Scheme**

Mid Wharfedale Parish Council will:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Mid Wharfedale Parish Council and falls within the classes below.
- specify the information which is held by Mid Wharfedale Parish Council and falls within the classes below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

### **Classes of information**

- 1. Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What are our priorities and how are we doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- 4. How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- 5. Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities
- 6. Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority

## **7. The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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**

Mid Wharfedale Parish Council 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 Mid Wharfedale Parish Council, information will be provided on our website, where it is impracticable to make information available on a website or when an individual does not wish to access the information by a website, we 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 council 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 actual costs incurred by Mid Wharfedale Parish Council incurred such as:

- Photocopying
- Postage and packing
- Any costs directly incurred as a result of viewing information

Charges may also be made for information under this scheme where they are legally authorised, and where 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 of fees which is readily available to the public.

A list of currently available information is given on the attached schedule.

### **Contact details**

If you require a paper version of any information or want to ask whether information is available, please contact Bela Shaw clerk to Mid Wharfedale Parish Council, by phone, email or letter.

Email: [clerk@midwharfedaleparish.gov.uk](mailto:clerk@midwharfedaleparish.gov.uk)

Phone: 07817 064090

Postal address: 12 Margerison Crescent, Ilkley, LS29 8QZ

MWPC Web address [www.midwharfedaleparish.gov.uk](http://www.midwharfedaleparish.gov.uk)

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