



Wells City Council

FREEDOM OF INFORMATION

Document No.8

Purpose	Guidance to both Councillors and Staff in the management of Freedom of Information
Additional Papers	This document should be read in conjunction with: Document 1 Standing Orders
Monitoring Committee	Finance
Adopted	
Review Date	

FREEDOM OF INFORMATION

Information available from Wells City Council under the model publication scheme

Information to be published	How this information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Hard copy from Town Hall, Wells BA5 2RB</p> <p>This Website</p>
Who's who on the List of Council members and its Committees	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	
Location of Council office and accessibility details	
Staffing structure	
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy from Town Hall, Wells BA5 2RB</p> <p>This Website</p>
Annual return form and report by auditor	
Finalised budget	
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	n/a

Information to be published	How this information can be obtained
<p>Class 3 - What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	n/a
Parish Plan (current and previous year as a minimum)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	
Quality status	
Local charters drawn up in accordance with DCLG guidelines	
<p>Class 4 - How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard copy from Town Hall, Wells BA5 2RB</p> <p>This Website</p>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	
Agendas of meetings (as above)	
<p>Minutes of meetings (as above)</p> <p>NB. This will exclude information that is properly regarded as private to the meeting.</p>	
<p>Reports presented to council meetings</p> <p>NB. This will exclude information that is properly regarded as private to the meeting.</p>	Hard copy only
Responses to consultation papers	
Responses to planning applications	
Bye-laws	n/a

Information to be published	How this information can be obtained
<p>Class 5 - Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy from Town Hall, Wells BA5 2RB</p> <p>This Website</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy only</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy only</p>
<p>Information security policy</p>	<p>Hard copy only</p>
<p>Records management policies (records retention, destruction and archive)</p>	
<p>Data protection policies</p>	
<p>Schedule of charges (for the publication of information)</p>	

Information to be published	How this information can be obtained
Class 6 - Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy from Town Hall, Wells BA5 2RB
Assets Register	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a
Register of members' interests	Hard copy from Town Hall, Wells BA5 2RB
Register of gifts and hospitality	Hard copy from Town Hall, Wells BA5 2RB
Class 7 - The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
This will be current information only	
Allotments	
Cemetery	Hard copy from Town Hall, Wells BA5 2RB
Wells Town Hall	Hard copy from Town Hall, Wells BA5 2RB
Wells in Bloom	This Website
Funfairs	
Skatepark	
Public conveniences	
Agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	

Contact details:

Town Clerk

Town Hall

Market Place

Wells BA5 2RB

Tel: 01749 673091

e-mail: townclerk@wells.gov.uk