

Winchester City Council Publication Scheme

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All public authorities are required by Section 19 of the Freedom of Information Act 2000 to have a Publication Scheme in place that sets out details of information that is readily available and is approved by the Information Commissioner.

Winchester City Council is committed to openness and transparency. This Publication Scheme reinforces that commitment by increasing the public's awareness of the work undertaken within the Council and by its partners.

The scheme commits the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classification 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 Council 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.

Our Publication Scheme follows the model provided by the Information Commissioner's Office: [ICO model publication scheme](#)

Classes of information

Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures. Current written protocols for delivering our functions and responsibilities.

Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance

- [Council constitution](#)
- [Council democratic structure](#)
- [Location, opening times and contact details](#)
- [Elected councillors information](#)
- [Election results](#)
- [Relationships with other authorities](#)

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- [Financial statements, budgets and variance reports](#)
- [Capital programme](#)
- [Audit reports](#)
- [Members' allowances](#)
- [Pay and grading structure \(Senior staff\)](#)
- [Pay policy statement](#)
- [Procurement procedures](#)
- [Grants to the voluntary and community sector](#)
- [External auditor's report](#)

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

Strategy and performance information, plans, assessments, inspections and reviews.

- [Strategies and plans](#)
- [Economic development](#)
- [Forward plan](#)
- [Capital strategy](#)
- [Performance](#)
- [Equality impact assessments](#)
- [Parking standards](#)
- [Houses in multiple occupancy](#)
- [Trading standards*](#)

*Please note that Hampshire County Council is the trading standards authority for Winchester City Council and more information can be found by visiting <https://www.hants.gov.uk/business/tradingstandards>

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Major policy proposals and decisions:

- [Forward Plan](#)
- [Cabinet meetings](#)
- [Committee meetings](#)
- [Public consultations](#)
- [Timetable of council meetings](#)
- [Agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings](#)

4. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

- [Policies and procedures for delivering our services](#)
- [Pay policy statement](#)
- [Recruitment and employment of staff](#)
- [Council job vacancies](#)
- [Complaints](#)
- [Comments or compliments](#)
- [Freedom of Information or Environmental Information Regulations](#)
- [Data protection and privacy policy](#)

Fees and charges :

- [Fees for planning applications consents, pre-application submissions](#)

5. Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- [Environmental permitting](#)
- [Street traders](#)
- [Scrap metal dealer register](#)
- [Local List of Buildings of Architectural and/or Historic Interest](#)
- [Council-owned commercial property](#)
- [CCTV](#)
- [Register of councillors' financial other interests](#)

- [Licensing](#)
- [Planning Enforcement register](#)
- [Register of electors](#)
- [Roads, highways and pavements*](#)

*Please note that Hampshire County Council is the highways authority for Winchester City Council and more information can be found by visiting www.hants.gov.uk/transport/trafficandtravel

6. The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases.

- [Regulatory and licensing responsibilities - Licensing policy](#)
- [Environmental information - Biodiversity](#)
- [Service for local businesses](#)
- [Visitor information - Tourist information guides](#)
- [Advice and guidance - Citizens Advice Bureau](#)
- [Press releases issued by the Council](#)
- [Election Information](#)

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

The 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 the Council, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Council 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 the Council 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 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.