



WARRINGTON
Borough Council

Warrington Borough Council

Publication Scheme

Document Control			
Version Number	Author	Last Review Date	Summary of Changes
1	Information Governance Team	September 2018	No changes
2	Information Governance Team	July 2024	Amended address and contact details

1. The Purpose of the scheme

The Freedom of Information Act 2000 requires each public authority to produce a publication scheme. The purpose of the Freedom of Information Act is to promote greater openness by public authorities. This is Warrington Borough Council's Publication Scheme in accordance with that Act.

The scheme is a guide to the information automatically or routinely published by the Council. It is not a list of the actual publications as these change frequently, but it contains a description of the types or 'classes' of information published.

As of January 2009, the Information Commissioners Office has approved a model publication scheme which needs to be adopted by all local authorities. The scheme lists information under seven broad classes.

Published information does not only refer to printed material, it also includes publication on the Council's website, one-off printed documents, reports and leaflets and some audio or video materials.

The information available has been grouped into the following classes:

- **Class 1 - Who we are and what we do**
Organisational information, location and opening times of key Council properties, elected councillor's information and contact details, constitutional and legal governance processes
- **Class 2 - What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure including allowances, pay and grading structures; tendering, procurement and contracts.
- **Class 3 - What our priorities are and how we are doing** Strategy and performance information; plans; assessments; inspections and reviews.
- **Class 4 - How we make decisions**
Policy proposals and decisions. Decision making processes including Council meetings, agendas and reports; internal criteria and procedures, consultations.
- **Class 5 - Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.
- **Class 6 - Lists and Registers**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **Class 7 - The Services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The seven 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.

In preparing this scheme the Council has taken account of the sort of information it is normally asked for and what people are interested in. Regard has also been taken of the overall public interest of disclosure of information in the interests of open and accountable local government.

2. What information is not covered by the scheme?

A large amount of the information held by the Council is personal and private to individuals and will not be published. Individuals who wish to access their own information can do so by making a separate application under the [Data Protection Act](#).

Some information may be exempt from disclosure or inspection under separate legislation, and where this may apply such information is excluded from publication.

The scheme and this legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that is otherwise published outside the scheme. For example, planning applications will continue to be available for inspection.

The Council will also continue to publish material on a routine basis, in the form of guidance or assistance about various Council services. For example, information leaflets about changes to bin collections during public holiday periods.

3. Obtaining Information listed in this scheme

Most of the information covered by the scheme is available on the Council's website at www.warrington.gov.uk and can be downloaded free of charge. The Council's A-Z web pages provide a guide to the information available and there is also a search facility to assist with finding information on the Council's website.

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.

You may also request copies by post, by writing to Contact Warrington at the following address:

Contact Warrington
East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

Or visit us at

Contact Warrington
1 Time Square
Warrington
WA1 2NT

Or email: foi@warrington.gov.uk

When requesting information please include the following details:

- Your name and address
- The information or documents you would like to access
- The format you would like the information to be sent - for example: a printed leaflet or electronic copy via email.

4. Charging Policy

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.

All of the information available on the Council's website can be downloaded free of charge. Most printed information and leaflets are also available free of charge.

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

In line with guidance published by the Information Commissioner's Office, the Council may make a charge for actual disbursements incurred, such as:

- To cover the costs of postage and packaging (in line with the relevant postal charges).
- To cover the costs for printing and copying (which will reflect photocopying charges levied by the Council's public libraries).

- 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.

5. Feedback and Review

It is important that the scheme meets the needs of its users and it is the Council's intention to review the scheme annually in accordance with such guidance as is produced by the Information Commissioner. If you have any questions or comments about this scheme, or if you require any further information please contact:

Information Governance Team
East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

Telephone: 01925 443 322
Email: FOI@warrington.gov.uk

If you wish to submit a complaint relating to the scheme, or the Council's response to a request for information, please get in touch with Contact Warrington, in the first instance.

If, after going through the Council's internal review procedure, you remain dissatisfied, you have the right of further appeal to the Information Commissioner's Office at the address below:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow Cheshire
SK9 5AF

Telephone: 0303 123 1113
Fax: 01625 545 510

Further information can be found by visiting <https://ico.org.uk/make-a-complaint/>

This document covers information that is publicly available on the Council's website. It does not cover internal documents, policies etc that are only available internally on the Council's intranet.

Class 1 - Who we are and what we do

Council constitution

Information on the Council's constitution and committees is available here:-

<https://www.warrington.gov.uk/committees>

Council democratic structure

Information on democracy and elections is available here:-

<https://www.warrington.gov.uk/elections>

Organisational chart

Information on the structure of the Council and senior management is available here:-

<https://www.warrington.gov.uk/council-structure-and-senior-managers>

Gender pay gap reporting

Information on the Council's pay and gender pay gap is available here:-

<https://www.warrington.gov.uk/open-data-council-structure-and-salary-information>

Location and opening times of council properties

Information on how to contact the Council and opening hours for the public office is available here:-

<https://www.warrington.gov.uk/contactus>

Currently elected councillors' information and contact details

Information on Councillors/Elected Members is available here:-

<https://www.warrington.gov.uk/elections>

Contact details for all customer-facing departments

Information on how to contact the Council and opening hours for the public office is available here:-

<https://www.warrington.gov.uk/contactus>

Most recent election results

The election results are available here:
<https://www.warrington.gov.uk/elections-2024>

Relationships with other authorities

Information about the registrars is available here
<https://www.warrington.gov.uk/warrington-register-office>

Information about the monitoring officer is available here
<https://www.warrington.gov.uk/guidance-making-councillor-code-conduct-complaint>

Class 2 - What we spend and how we spend it

Financial statements, budgets and variance reports

Financial information is available here <https://www.warrington.gov.uk/annual-financial-reports>

Spend over £500 is available here
<https://www.warrington.gov.uk/council-spending-over-ps500>

- **Financial audit reports**

This information is available here <https://www.warrington.gov.uk/annual-financial-reports>

- **The members' allowances scheme and the allowances paid under it to councillors each year**

Councillor allowances data is here: <https://www.warrington.gov.uk/councillor-allowances>

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- **Pay and grading structure**

Information on salaries is available here: <https://www.warrington.gov.uk/open-data-council-structure-and-salary-information>

- **Procurement procedures, including any country specific requirements (eg Wales procurement policy statement)**

Information on procurement is available here:

<https://www.warrington.gov.uk/procurement-activity>

- **Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector**

The Council's contract register is available here:- <https://www.the-chest.org.uk/>

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

The Corporate Strategy is available here:

<https://www.warrington.gov.uk/corporate-strategy-2020-2024>

Links to other strategies available here

<https://www.warrington.gov.uk/search?keyword=strategy>

Copies of environmental impact assessments is available here:

<https://www.warrington.gov.uk/environmental-impact-assessments>

- **Wellbeing**

Information about wellbeing is available at the links below:-

<https://www.warrington.gov.uk/warringtonwellbeing>

<https://www.warrington.gov.uk/health-and-wellbeing-strategy-2024-28-summary>

Class 4 - How we make decisions

The Council's committee management information system and information on cabinet meetings is available here

<https://www.warrington.gov.uk/committees>

Class 5 - Our policies and procedures

- **Pay policy statement**

The pay policy statement is available here:-

<https://www.warrington.gov.uk/sites/default/files/2024-04/Pay%20Policy%20Statement%202024-25%20-%20March%202024.pdf>

- **Policies and procedures about the recruitment and employment of staff**

Information about recruitment is available here:-

<https://www.warrington.gov.uk/recruitment-and-selection>

Vacancies are available here:

<https://www.warrington.gov.uk/jobs>

- **Equality, diversity and inclusion policies**

Information is available here: <https://www.warrington.gov.uk/equality-diversity-and-inclusion>

- **Customer service and complaints policies and procedures**

Information is available here

<https://www.warrington.gov.uk/complaints> and here

<https://www.warrington.gov.uk/contactus>

- **Records management, personal data and access to information policies**

Information is available here:

<https://www.warrington.gov.uk/access-your-information>

<https://www.warrington.gov.uk/access-council-information>

- **Charging regimes and policies**

Information on council charges is available here:-

<https://www.warrington.gov.uk/fees-and-charges>

Class 6 - Lists and registers

- **CCTV**

CCTV information is available here: <https://www.warrington.gov.uk/CCTV>

- **Register of councillors' financial and other interests**

Councillors register of interests and information is available here:

<https://cmis.warrington.gov.uk/cm5/Councillors.aspx>

- **Highways, licensing, planning, commons, footpaths**

Highways information is available here

<https://www.warrington.gov.uk/search?keyword=highways>

Class 7 - The services we offer

- **Regulatory and licensing responsibilities**

Information on licensing is available here <https://www.warrington.gov.uk/business>

- **Services**

Information for business is available here
<https://www.warrington.gov.uk/business>

- **Election information**

Information about elections is available here <https://www.warrington.gov.uk/elections>