

Information available from Audlem Parish Council under the model publication scheme

This document gives examples of the kinds of information that the ICO would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

The ICO would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities are asked to look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Hard copy	Free Free 10p per sheet
Location of main Council office and accessibility details	Website Noticeboard Hard copy	Free Free 10p per sheet
Staffing structure	Hard copy	10p per sheet
<p>Class 2 – What we spend and how we spend it (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>		
Annual return form and report by auditor	Website Hard copy	Free 10 per sheet
Finalised budget	Website Hard copy	Free 10p per sheet
Precept	Website Hard copy	Free 10p per sheet
Borrowing Approval letter	Website Hard copy	Free 10p
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Hard copy (details also available in Minutes on the website)	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses (no Members' allowances are paid)	Hard copy (details also available in Minutes on the website)	10p per sheet Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet
Village Design Statements	Website Hard copy	Free 10p per sheet
Neighbourhood Plan	Website Hard copy	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Newsletter Website Hard copy	Free Free 10p per sheet
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub- committee meetings and parish meetings)	Noticeboard Website	Free Free
Agendas of meetings (as above)	Hard copy	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Noticeboard (for 1 month) Website Hard copy	Free Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Website Hard copy	Free 10p per sheet
By-laws	n/a	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hard copy	Free 10p per sheet
Delegated authority in respect of officers	n/a	n/a

Policies and procedures for the provision of services and about the employment of staff:		
Recruitment policies (including current vacancies) Internal instructions to staff and policies relating to the delivery of services	Hard copy n/a	10p per sheet n/a
Equal opportunities policy Health and safety policy statement Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p per sheet
Information security policy (under our Privacy policy)	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per sheet
Data protection policies (that which is set out in the General Privacy notice)	Website Hard copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Electoral register	Read only	
Assets register	Website Hard copy	Free 10p per sheet
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	n/a
Register of members' interests	CEC website Hard copy	Free 10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting (as set out in the Fixed Asset register)	Website Hard copy	Free 10p per sheet
Bus shelters	n/a	n/a
Markets	n/a	n/a
Public conveniences	Hard copy	10p per sheet

Agency agreements	n/a	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Hard copy
Newsletter (quarterly) – delivered free to every home in the Parish	Website	Free
Parish Paths leaflet	Hard copy	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Details of Conservation areas	CEC website Website Hard copy	Free Free 10p per sheet
Outcome of Housing surveys	Website Hard copy	Free 10p per sheet
Map of location of dog bins	Website Hard copy	Free 10p per sheet

Contact details: Audlem Parish Clerk, 1 St Chad's Way, Norton in Hales TF9 4AW
parishcouncil@audlempc.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) double sided.	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

This Model Publication Scheme is fully supported by all Members of Audlem Parish Council. It was reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 15th June 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.