

## 1. THE PUBLICATION SCHEME

The scheme commits a parish/community council or parish meeting:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- To specify the information which is held by the council or parish meeting and falls within the classes below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the 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 or parish meeting makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public.

### **Classes of Information**

The classes which are very broad in nature are set out below together with a brief summary of the kind of information the Information Commissioner anticipates is likely to fall within the scope of the class.

The classes are:-

#### **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 our priorities are and how we are 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.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

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

The model scheme contains standard paragraphs setting out how the information can be accessed.

Parish/community councils and parish meetings will have the following obligations:-

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Where the council or parish meeting has a website to provide the information on that website.
- If the council or parish meeting does not have a website or it is impractical to provide it in that format or if the applicant does not wish to access the information via the website the council or parish meeting will indicate how information can be obtained by other means and provide it by those means.
- The council or parish meeting will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances an appointment to view the information must also be arranged within a reasonable timescale.
- To provide information in the language in which it is held or in such other language that is legally required. To also translate any information where the council or parish meeting is legally required to do so. This may be something which could impact on community councils in accordance with the provisions of the Welsh Language Act.

- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

### **Charges which may be made for Information published under the scheme**

The model scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

The scheme emphasises the following:-

- That any charges made by a council or parish meeting for routinely published material must 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 disbursements incurred such as photocopying, postage and packing plus the cost directly incurred as a result of viewing information.
- Charges may also be made for information provided under the 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.
- Where a council or parish meeting is to make a charge the amount should be confirmed to an applicant in advance. The council or parish meeting may also request payment prior to providing the information if it so wishes.

## Information available from Thornborough Parish Council under the model publication scheme



### 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
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)
Who's who on the Council and its Committees	hard copy or website
Contact details for Parish Clerk and Council members (named contacts email address)	By contacting the Clerk
Location of main Council office and accessibility details	By contacting the Clerk
Staffing structure	N/A

<p><b>Class 2 – What we spend and how we spend it</b> (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>	(hard copy or website)
Annual return form and report by auditor	Hard copy and on Financial management page of website
Finalised budget	Hard copy and on Financial management page of website
Precept	Hard copy and on Financial management page of website
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy and on documents section of website
Grants given and received	Hard copy where appropriate
List of current contracts awarded and value of contract	Hard copy where appropriate
Members' allowances and expenses	N/A
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)
Parish Plan (current and previous year as a minimum)	Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and on Website and reported annually in Thornborough News
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>	(hard copy or website)

Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	By contacting the Clerk
Agendas of meetings (as above)	Hard copy and on Website, also posted at the correct time on the PC Noticeboard
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and on Website, also posted at the correct time on the PC Noticeboard
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and on Website
Responses to consultation papers	Hard Copy
Responses to planning applications	Minutes on Website and on Notice board
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)
Policies and procedures for the conduct of council business:	
Procedural standing orders	On documents section of website
Committee and sub-committee terms of reference	Hard copy where appropriate
Delegated authority in respect of officers	Website
Code of Conduct	On documents section of website
Policy statements	Website

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	All available where appropriate as hard copy from Clerk
Information security policy	Website, and currently under review - GDPR
Data protection policies	Website, and currently under review - GDPR
Schedule of charges (for the publication of information)	Hard copy and on Website
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets register	Hard copy and on Website
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 and on Website
Register of gifts and hospitality	N/A

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

Contact details: [clerk@thornboroughparish.org.uk](mailto:clerk@thornboroughparish.org.uk)

#### SCHEDULE OF CHARGES

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

\* actual cost incurred by the public authority