



Information available from Womersley Parish Council under the model publication scheme

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

We would expect Parish/Community 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- the information is archived, out of date or otherwise inaccessible; or,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 should 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><b>Class1 - Who we are and what we do</b> (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>	The information is available in a hard copy or website for all items below unless, marked as not applicable (N/A).	See end of the report
Who's who on the Council and its Committees	Clerk and Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk and Website	
Location of main Council office and accessibility details	Clerk's home address	
Staffing structure	Only Clerk in employment	
<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>		
Annual return form and report by auditor	Hardcopy from Clerk and website	
Finalised budget	Hardcopy from Clerk and website	
Precept	Hardcopy from Clerk and website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy from Clerk and website	
Grants given and received	Currently N/A	
List of current contracts awarded and value of contract	Hardcopy from Clerk	
Members' allowances and expenses	Currently N/A	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(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)		
Agendas of meetings (as above)	Hardcopy from Clerk and website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy from Clerk and website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy from Clerk and website	
Responses to consultation papers	Minutes and planning applications SDC and NYCC website	
Responses to planning applications	Minutes and planning applications SDC and NYCC website	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:	Hardcopy from Clerk and website	

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy from Clerk and website	
Information security policy	Hardcopy from Clerk and website	
Records management policies (records retention, destruction and archive)	Hardcopy from Clerk and website	
Data protection policies	Hardcopy from Clerk and website	
Schedule of charges (for the publication of information)	Hardcopy from Clerk and website	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(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)		
Assets register	Hardcopy from Clerk and 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)		
Register of members' interests	Hardcopy from Clerk and website	
Register of gifts and hospitality	Hardcopy from Clerk and website	
<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)	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	See asset register	
Seating, litter bins, clocks, memorials and lighting	See asset register	
Bus shelters	See asset register	
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Ms Sue Coles (Clerk). [parishclerk@womersleyparishcouncil.gov.uk](mailto:parishclerk@womersleyparishcouncil.gov.uk). Tel:01977 799729

**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
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ .10p 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)
<b>Other</b>		
Clerk's Time	If the request is more than half an hour per request	