



## Information available from Huntingfield 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- the information is archived, out of date or otherwise inaccessible; or,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".

Adopted \_\_\_\_\_  
Chairman

Date \_\_\_\_\_

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Only a Clerk/RFO	
<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	Website & hard copy	
Finalised budget	Website & hard copy	
Precept	Shown on financial reports. Copy of application letter available as a hard copy	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	On website or hard copy available	
Grants given and received	Contact the Clerk	
Members' allowances and expenses	Contact the Clerk	

<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>	<p>Currently there is no information on this section.</p>	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>5mCurrent and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Contact the Clerk	
Agendas of meetings (as above)	Website and Notice board.	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy. On notice board after the meeting	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	
Responses to consultation papers	Website or hard copy	
Responses to planning applications	Website or hard copy	

<p><b>Class 5 – Our policies and procedures</b> Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website or hard copy Contained in the Standing orders and financial regulations. Website or hard copy Website or hard copy</p>	
<p>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</p> <p>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)</p>	<p>If available, these will be available from the Clerk as hard copy</p> <p>Website or hard copy when adopted Website or hard copy when adopted Website or hard copy when adopted Website or hard copy when adopted Website or hard copy when adopted</p>	
<p>Information security policy</p>	<p>Website or hard copy when adopted</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website or hard copy when adopted</p>	
<p>Data protection policies</p>	<p>Website or hard copy when adopted</p>	

Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets register	Website or hard copy	
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 – recorded on minutes	
Register of members' interests	On SCDC website (link on HPC 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)		
Current information only		
Community centres and village halls		

**Contact details:** Karen Forster  
 Clerk to Huntingfield Parish Council  
 Orchard House, Chediston Road, Wissett, IP19 0NF  
 01986 785428

[Huntingfieldclerk@gmail.com](mailto:Huntingfieldclerk@gmail.com)

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @25.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority