

# SHEEPY PARISH COUNCIL - PUBLICATION SCHEME

*Adopted at Sheepy Parish Council Meeting on 1<sup>st</sup> October 2019*

## Introduction

In accordance with guidance from the Information Commissioners Office (ICO), Parish Councils are expected to make the information in this 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- The information is archived, out of date or otherwise inaccessible, or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.

## 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	Obtaining Information	Cost
<b>Class 1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts. <i>This will be current information only.</i>	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Contact details also available on Council noticeboards.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Free Appendix 1
Who's who on the Council and its Committees.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Contact details for Parish Clerk and Council members (named contacts where possible with email address).	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Contact details also available on Council noticeboards.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Free Appendix 1
Location of main Council office and accessibility details.	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	N/A
Staffing structure.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
<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. <i>Current and previous financial year as a minimum.</i>	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Annual return form and report by auditor.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Finalised budget.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Precept.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Borrowing Approval letter (if applicable).	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Financial Standing Orders and Regulations.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Grants given and received (if applicable).	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
List of current contracts awarded and value of contract.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Members' allowances and expenses.	<ul style="list-style-type: none"> <li>• Parish Council Website.</li> <li>• Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews – where available <i>Current and previous year as a minimum.</i>	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Parish Plan (current and previous year as a minimum).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk</li> </ul>	Free Appendix 1
Annual Report to Parish Meeting ( <i>current and previous year as a minimum</i> ).	<ul style="list-style-type: none"> <li>Parish Council Website (Parish Meeting Minutes).</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Quality status.	<ul style="list-style-type: none"> <li>Not available.</li> </ul>	N/A
Local charters drawn up in accordance with DCLG guidelines.	<ul style="list-style-type: none"> <li>Not available.</li> </ul>	N/A
Class 4 – How we make decisions		
Decision making processes and records of decisions. <i>Current and previous council year as a minimum.</i>	<ul style="list-style-type: none"> <li>Parish Council Website (Parish Council Minutes).</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Parish Council Noticeboards.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Free Appendix 1
Agendas of meetings (as above).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Responses to consultation papers.	<ul style="list-style-type: none"> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Appendix 1
Responses to planning applications.	<ul style="list-style-type: none"> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Appendix 1
Bye-laws.	<ul style="list-style-type: none"> <li>Not available.</li> </ul>	N/A

Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities. <i>Current information only.</i>	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>Procedural standing orders.</li> <li>Committee and sub-committee terms of reference (if applicable).</li> <li>Delegated authority in respect of officers (not applicable).</li> <li>Code of Conduct.</li> <li>Policy statements.</li> </ul>	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>Internal instructions to staff and policies relating to the delivery of services.</li> <li>Equality and diversity policy.</li> <li>Health and safety policy.</li> <li>Recruitment policies (including current vacancies).</li> <li>Policies and procedures for handling requests for information.</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme).</li> </ul>	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Information security policy.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Records management policies (records retention, destruction and archive).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Data protection policies.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Schedule of charges (for the publication of information) – see Appendix 1 of this document.	<ul style="list-style-type: none"> <li>Parish Council Website (Publication Scheme)</li> <li>Hard Copies available from the Parish Clerk</li> </ul>	Free Appendix 1
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Any publicly available register or list (if any are held this should be publicised, in most circumstances existing access provisions will suffice).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Assets register.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
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).	<ul style="list-style-type: none"> <li>Hardcopy (currently not available).</li> </ul>	N/A
Register of members' interests.	<ul style="list-style-type: none"> <li>Parish Council Website &amp; HBBC Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Register of gifts and hospitality.	<ul style="list-style-type: none"> <li>Not applicable at present.</li> </ul>	N/A

Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. <i>Current information only.</i>	See below.	N/A
Allotments.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Burial grounds and closed churchyards.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Community centres and village halls.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Parks, playing fields and recreational facilities.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Seating, litter bins, clocks (not applicable), memorials and lighting (not applicable).	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk.</li> </ul>	Free Appendix 1
Bus shelters.	<ul style="list-style-type: none"> <li>Parish Council Website.</li> <li>Hard Copies available from the Parish Clerk</li> </ul>	Free Appendix 1
Markets.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Public conveniences.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Agency agreements.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	N/A
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	No further information to add at this time.	

## **Contact details**

**Parish Council Website:** <http://www.sheepyparish.com>  
**Parish Clerk:** [sheepyparish@gmail.com](mailto:sheepyparish@gmail.com) or telephone 07734539661

## Appendix 1: 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 Costs</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fees</b>	Fees set by statute and not the Parish Council	In accordance with the relevant legislation

\* the actual cost incurred by the public authority

**Adopted by resolution of the Parish Council on XX**