



Information available from Marldon 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- the information is archived, out of date or otherwise inaccessible; or,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

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	
Who's who on the Council and its Committees	Website / Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/noticeboard	
Location of main Council office and accessibility details	N/a	
Staffing structure	N/a	
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) Current and previous financial year as a minimum	Website / Clerk	
Annual return form and report by auditor	Website / Clerk	
Finalised budget	Website / Clerk	

Precept	Website / Clerk	
Financial Standing Orders and Regulations	Website / Clerk	
Grants given and received	Website / Minutes	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website / Clerk	
Current and previous council year as a minimum		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Clerk	
Agendas of meetings (as above)	Website/noticeboard	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Clerk Noticeboard	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	Website / Clerk	
<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>	Clerk	
Records management policies (records retention, destruction and archive)	Website / Clerk	
Schedule of charges (for the publication of information)	Below	

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)	N/a	
Assets register	Clerk/Website	
Register of members' interests	Clerk/SHDC website	
Register of gifts and hospitality	Clerk	
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		
Allotments	Clerk	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	

Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

Contact details:

**Clerk - Karen Gilbert. Clerk / Rfo 01364 631031.
clerk.rfo@marldonparishcouncil.gov.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 @ ..p per sheet (black & white)	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	Hourly admin rate Where applicable	£15 per hour

* the actual cost incurred by the public authority