



Information available from Wickhambrook Parish Council under the model publication scheme

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

We would expect Parish 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- the information is archived, out of date or otherwise inaccessible; or,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.	Parish Council website	No charge

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Parish Council website	No charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	“ “ “	“ “
Location of main Council office and accessibility details	Address of Clerk	“ “
Staffing structure	Clerk/RFO; the only employee	“ “
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	Parish Council website All financial transactions are shown on the agendas and minutes of Parish Council meetings. Records go back to 2007	No charge
Annual return form and report by auditor	Parish Council website	No charge
Finalised budget	“ “ “	“ “
Precept	“ “ “	“ “
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Parish Council website	“ “
Grants given and received	“ “ “	“ “
List of current contracts awarded and value of contract	“ “ “	“ “
Members' allowances and expenses	Not applicable to date	
Class 3 – What our priorities are and how we are doing		

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Hard copy (2011 - 2012)	£10
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Council website	No fee
Quality status	Currently underway	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council website	No charge
Agendas of meetings (as above)	“ “ “	“ “
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	“ “ “	“ “
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	“ “ “	“ “
Responses to consultation papers	Hard copy (by request)	Actual cost
Responses to planning applications	Hard copy (by request)	“ “
Bye-laws	Not currently applicable	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Parish Council website Hard copy on request Hard copy on request Parish Council website Hard copy on request</p>	<p>Actual cost “ “ “ “ “ “ “ “</p>
<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 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>Hard copy on request “ “ “ “ “ “ “ “ “ “ “ “ Parish Council website</p>	<p>Actual cost “ “ “ “ “ “</p>
<p>Information security policy</p>		

Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy on request	Actual cost
Schedule of charges (for the publication of information)	Hard copy on request	“ “
Class 6 – Lists and Registers		
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)	Not applicable	
Assets register	Hard copy on request	Actual cost
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)	Not applicable	
Register of members' interests	On Borough website	Actual cost
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
(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	Not applicable	
Burial grounds and closed churchyards	Hard copy on request	No charge
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy on request	No charge

Seating, litter bins, clocks, memorials and lighting	Hard copy on request	No charge
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy on request	No charge
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

All enquiries to the Clerk.

**Roger Medley, 6 Coltsfoot Close, Wickhambrook, Newmarket, Suffolk CB8 8UP
01440 821861 or parishclerk@wickhambrook.org.**

Website address www.wickhambrook.org.

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 * (Please see below)

	Photocopying @ ..p per sheet (colour)	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		

* the actual cost incurred by the public authority

Last reviewed November 2015.

Next review to take place at Annual Parish Council meeting 2016