



## Information available from Yatton 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- the information is archived, out of date or otherwise inaccessible; or,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.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy	Free
	Website	Free
	Noticeboard	Free
Location of main Council office and accessibility details	Website	Free
	Noticeboards	Free
Staffing structure	Website	Free
	Hard copy	Free

<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)  Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website	Free
	Hard copy	Free
Finalised budget	Website	Free
	Hard copy	10p per sheet
Precept	Website	Free
	Hard copy	Free
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website	Free
	Hard copy	Free
Grants given and received	Website	Free
	Hard copy	Free
List of current contracts awarded and value of contract	Website	Free
	Hard copy	Free

Payments over £500	Website	Free
	Hard copy	Free
Members' allowances and expenses	Available for inspection	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	Free
Quality status	Website	Free
	Hard copy	Free
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard copy	Free

Agendas of meetings (as above)	Website	Free
	Hard copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10 sheets of more, 10p per sheet, otherwise free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Website (minutes of planning meetings)	Free
	Hard copy	Free
<del>Bye-laws</del>		
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	

Policies and procedures for the conduct of council business:	Website	Free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	Free
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
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)	Hard copy	Free
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	Appendix to this Guide	Free

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets register	Website	Free
	Hard copy	Free
<del>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)</del>		
Register of members' interests	Website	Free
<del>Register of gifts and hospitality</del>		
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website	Free
	Hard copy	Free
<del>Burial grounds and closed churchyards</del>	Website	Free
	Hard copy	Free
Hire of Hangstones pavilion	Website	Free



	Hard copy	Free
Parks, playing fields and recreational facilities	Website	Free
	Hard copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
	Hard copy	Free
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Crispin Taylor, Clerk to the Council, 01934 426473, [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

Parish Office: Yatton Library, High Street, Yatton, Bristol BS49 4HJ

## 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 @10p per sheet (black & white)	Actual cost *
	Photocopying @40p 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>		

\* the actual cost incurred by the public authority