



Information available from Yatton Parish Council under the model publication scheme

This ICO guidance 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- the information is archived, out of date or otherwise inaccessible; or,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 10 sheets of more, 10p/40p per sheet, otherwise free
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.	(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
	Hard copy	Free
Location of main Council office and accessibility details	Noticeboard	Free
	Website	Free

	Noticeboards	Free
Staffing structure	Website	Free
	Hard copy	Free

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	(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
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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year Action Plans as a minimum	(hard copy or website)	
Neighbourhood Plans for Yatton & Claverham	Hard copy & dedicated websites Yatton Plan – yatton.org Claverham Plan – claverhamfuture.org.uk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	Free
Local Council Award Scheme Status – Quality Level	Website	Free
	Hard copy	Free
Class 4 – How we make decisions (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	Website	Free

parish meetings)	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	Up to 10 sheets free of charge. Any additional sheets are 10p per sheet.
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 (or within minutes on the website)	Free
Responses to planning applications	Website (minutes of planning meetings)	Free
	Hard copy	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
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Policies and procedures for the conduct of council business: Procedural Standing Orders and Financial Regulations including delegated authority in respect of officers. Committee and sub-committee terms of reference Code of Conduct Investment Strategy Procurement Policy Social Media and Electronic Communication Policy Information & Data Protection Policy Privacy Policy Community and Engagement Policy Filming Policy Civility & Respect Pledge Document Retention & Disposal Policy Equality and diversity policy Grant Awarding Policy	Website Hard copy	Free Free
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 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) Grievance & Disciplinary Procedures Dignity at Work Procedure Bereavement and Compassionate Leave Policy	Website Hard copy	Free Free

Fire Evacuation Plan Fire Safety Policy First Aid Policy Health & Safety Policy Statement on Training Appraisal Policy Staff Protocol		
Schedule of charges (for the publication of information)	Appendix to this Guide	Free

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)		
Assets register	Website	Free
	Hard copy	Free
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)		
Register of members' interests	Website	Free
Register of gifts and hospitality		
Class 7 – The services we offer	(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
Burial grounds and closed churchyards	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
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
	Hard copy	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Aleana Baird, Clerk to the Council, 01934 838971, clerk@yatton-pc.gov.uk

Parish Office: Hangstones Pavilion, Stowey Road, Yatton, Bristol BS49 4HS

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 up to 10 sheets free of charge. Any additional sheets @10p per sheet (black & white).	Actual cost *
	Photocopying up to 10 sheets in colour free of charge. Any additional sheets in colour @ 40p per sheet.	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