



Stoke by Clare
Parish Council

MODEL PUBLICATION SCHEME

Stoke by Clare Parish Council

Information available from Stoke by Clare Parish Council based on the model publication scheme provided by the ICO.

Stoke by Clare Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or,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.

Who's who on the Council and its Committees

Website / hard copy / email

Free / 12p per page / free

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))

Website / hard copy / email

Free / 12p per page / free

Location of main Council office and accessibility details

Website / hard copy / email

Free / 12p per page / free

Staffing structure

Website / hard copy / email

Free / 12p per page / 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

| | | |
|---|-----------------------------|----------------------------|
| Annual return form and report by auditor | Website / hard copy / email | Free / 12p per page / free |
| Finalised budget | Website / hard copy / email | Free / 12p per page / free |
| Precept | Website / hard copy / email | Free / 12p per page / free |
| Borrowing Approval letter | Website / hard copy / email | Free / 12p per page / free |
| Financial Standing Orders and Regulations | Website / hard copy / email | Free / 12p per page / free |
| Grants given and received | Website / hard copy / email | Free / 12p per page / free |
| List of current contracts awarded and value of contract | Website / hard copy / email | Free / 12p per page / free |
| Members' allowances and expenses | Website / hard copy / email | Free / 12p per page / 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 as a minimum

| | | |
|---|-----------------------------|----------------------------|
| Parish Plan (current and previous year as a minimum) | Website / hard copy / email | Free / 12p per page / free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website / hard copy / email | Free / 12p per page / free |
| Quality status | Website / hard copy / email | Free / 12p per page / free |
| Local charters drawn up in accordance with DCLG guidelines | Website / hard copy / email | Free / 12p per page / free |

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) | Website / hard copy / email | Free / 12p per page / free |
| Agendas of meetings (as above) | Website / hard copy / email | Free / 12p per page / free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website / hard copy / email | Free / 10p per page / free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website / hard copy / email | Free / 12p per page / free |
| Responses to consultation papers | Website / hard copy / email | Free / 12p per page / free |
| Responses to planning applications | Website / hard copy / email | Free / 12p per page / free |
| Bye-laws | Website / hard copy / email | Free / 12p per page / free |

Class 5 – Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

| | | |
|--|-----------------------------|----------------------------|
| Policies and procedures for the conduct of council business: | Website / hard copy / email | Free / 12p per page / free |
| Procedural standing orders | | |
| Committee and sub-committee terms of reference | | |
| Delegated authority in respect of officers | | |
| Code of Conduct | | |
| Policy statements | | |
| Policies and procedures for the provision of services and about the employment of staff: | Website / hard copy / email | Free / 12p per page / free |
| Internal instructions to staff and policies relating to the delivery of services | | |
| Equality and diversity policy | | |
| Health and safety policy | | |
| Recruitment policies | | |
| Policies and procedures for handling requests for information | | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Information security policy | Website / hard copy / email | Free / 12p per page / free |
| Records management policies (records retention, destruction and archive) | Website / hard copy / email | Free / 12p per page / free |
| Data protection policies | Website / hard copy / email | Free / 12p per page / free |
| Schedule of charges (for the publication of information) | Website / hard copy / email | Free / 12p per page / free |

Class 6 – Lists and Registers

Currently maintained lists and registers only

(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)

Website / hard copy / email

Free / 12p per page / free

Assets register

Website / hard copy / email

Free / 12p per page / 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)

Website / hard copy / email

Free / 12p per page / free

Register of members' interests

Website / hard copy / email

Free / 12p per page / free

Register of gifts and hospitality

Website / hard copy / email
(Original documents held by West Suffolk Council)

Free / 12p per page / free

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

(some information may only be available by inspection)

*Current information only (services if available to Parish)

Allotments

Website / hard copy / email

Free / 12p per page / free

*Burial grounds and closed churchyards

Website / hard copy / email

Free / 12p per page / free

*Community centres and village halls

Website / hard copy / email

Free / 12p per page / free

*Parks, playing fields and recreational facilities

Website / hard copy / email

Free / 12p per page / free

Seating, litter bins, clocks, memorials and lighting

Website / hard copy / email

Free / 12p per page / free

Bus shelters

Website / hard copy / email

Free / 12p per page / free

*Markets

Website / hard copy / email

Free / 12p per page / free

*Public conveniences

Website / hard copy / email

Free / 12p per page / free

Agency agreements

Website / hard copy / email

Free / 12p per page / free

Services for which the council is entitled to recover a fee, together with those fees.

Website / hard copy / email

Free / 12p per page / free

Additional Information

Council will take the opportunity to publish information that is not itemised in the lists above subject to the exceptions as outlined above..

Contact details

| | |
|---|--|
| Clerk, Stoke by Clare Parish Council Mr. Matthew Price 61 High Street Haddenham Cambs CB6 3XB | Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 54 57 45 Website: www.ico.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 @ 12p per sheet (black & white) | Actual cost * |
| | Photocopying @ 22p 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

Document History

Drafted by: Matthew Price Version 1

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