



## Information available from Duston 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- the information is archived, out of date or otherwise inaccessible; or,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".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy Email Website Notice Boards</p>	<p>20p per sheet Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy Email Website Notice boards</p>	<p>20p per sheet Free Free Free</p>
<p>Staffing structure</p>	<p>Hard Copy</p>	<p>20p per sheet Free</p>

	Email Website	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	Hard Copy	20p per sheet
Finalised budget	Hard Copy Email	20p per sheet Free
Precept	Hard Copy Email	20p per sheet Free
Borrowing Approval letter	Hard Copy Email	20p per sheet Free
Financial Standing Orders and Regulations	Hard Copy Email	20p per sheet Free
Grants given and received	Hard Copy Email	20p per sheet Free
List of current contracts awarded and value of contract	Hard Copy Email	20p per sheet Free
Members' allowances and expenses	Hard Copy Email	20p per sheet Free

<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Hard copy          Email</p>	<p>20 per sheet          Free</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard Copy          Email</p>	<p>20p per sheet          Free</p>
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard Copy          Email          Website</p>	<p>20p per sheet          Free          Free</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard Copy          Email          Website          Notice boards</p>	<p>20p per sheet          Free          Free          Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy          Email          Website          Notice boards</p>	<p>20p per sheet          Free          Free          Free</p>

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email Website Notice boards	20p per sheet Free Free Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email Website	20p per sheet Free Free
Responses to consultation papers	Hard Copy Email	20p per sheet Free
Responses to planning applications	Hard Copy Email	20p per sheet Free
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	ALL  Hard Copy Email Website	  20p per sheet Free Free

Policy statements		
<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>	<p>ALL</p> <p>Hard Copy</p> <p>Email</p>	<p>20p per sheet</p> <p>Free</p>
Information security policy	<p>Hard Copy</p> <p>Email</p>	<p>20p per sheet</p> <p>Free</p>
Records management policies (records retention, destruction and archive)	<p>Hard Copy</p> <p>Email</p>	<p>20p per sheet</p> <p>Free</p>
Data protection policies	<p>Hard Copy</p> <p>Email</p>	<p>20p per sheet</p> <p>Free</p>
Schedule of charges (for the publication of information)	<p>Hard Copy</p> <p>Email</p>	<p>20 per sheet</p> <p>Free</p>
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by	

Currently maintained lists and registers only	inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	20p per sheet
Assets register	Hard Copy Email	20p per sheet 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)	Hard Copy Email	20p per sheet Free
Register of members' interests	Hard Copy	20p per sheet
Register of gifts and hospitality	Hard Copy	20p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	ALL  Hard Copy Email	20p per sheet Free
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
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)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Parish Clerk, Duston Parish Council, Duston Community Centre, Pendle Road, Duston, Northampton, NN5 6DT**

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 @ 20p per sheet (In 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