



Mapledurwell & Up Nately Parish Council



GUIDANCE DOCUMENT (version 2, June 2014)

Information available from Parish Councils
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- The information is archived, out of date or otherwise inaccessible; or,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".



Mapledurwell & Up Nately Parish Council

CURRENT INFORMATION TO BE PUBLISHED

Review date AGM May 2017

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

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|-----|--|---------|
| 1.1 | Who's who on the Council and its Committees | Website |
| 1.2 | Contact details for Parish Clerk and Council members | Website |

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.

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|-----|---|---------|
| 2.1 | Annual return form | Website |
| 2.2 | Finalised budget | Website |
| 2.3 | Precept | Website |
| 2.5 | Financial Regulations | Website |
| 2.6 | Grants given and received | Website |
| 2.7 | Current contracts awarded and value of contract | Website |

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

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|-----|----------------------------------|---------|
| 3.1 | Parish Plan | NA |
| 3.2 | Annual Report to Parish Assembly | Website |

Class 4 – How we make decisions

Decision making processes and records of decisions. Current and previous council year as a minimum

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| 4.1 | Timetable of meetings | Website, Minutes, Villager |
| 4.2 | Agendas of meetings (as above) | Website, Noticeboards |
| 4.3 | Minutes of meetings (as above) | Website |
| | NB this will exclude information that is properly regarded as private to the meeting. | |
| 4.4 | Reports presented to Council Meetings | See Minutes |
| | NB this will exclude information that is properly regarded as private to the meeting. | |
| 4.5 | Responses to consultation papers | See Minutes |
| 4.6 | Responses to planning applications | See Minutes and BDBC Website |
| 4.7 | Bye-laws | NA |

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

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|-----|---|---------|
| 5.1 | Policies and procedures for the conduct of council business: | |
| | 5.1.i Procedural Standing Orders | Website |
| | 5.1.ii Code of Conduct | Website |
| | 5.1.iii Policy statements | Website |
| 5.2 | Policies and procedures for the provision of services and about the employment of staff | |
| | 5.2.i Equality and diversity policy | Website |
| | 5.2.ii Health and safety policy | Website |

Class 6 – Lists and Registers

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| 6.1 | Assets register | Website |
| 6.2 | Register of members' interests | BDBC Website |

Class 7 – The services we offer

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| 7.1 | Allotments | Website or email |
| 7.2 | Community centres and village halls | N/A see Mapledurwell & Up Nately Village Hall website |
| 7.3 | Parks, playing fields and recreational facilities | Email |