

Information available from Sampford Brett Parish Council under the model publication scheme – December 2018

This document is based on guidance provided by the Information Commissioner’s Office (ICO). The ICO expects 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- the information is archived, out of date or otherwise inaccessible; or,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 ICO’s 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		
Who’s who on the Council and its Committees	Website and hard copy	

Information to be published	How the information can be obtained	Cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A (our only employee is our Parish Clerk)	
Class 2 – What we spend and how we spend it (current and previous financial year as a minimum)		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website and Hard copy	
Grants given and received	Website	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing (Current and previous year as a minimum)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Current and previous council year as a minimum)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website (on village noticeboard prior to meeting)	
Minutes of meetings (as above) -- N.B. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Summarised in meeting minutes on website	
Responses to consultation papers	Hard copy	
Responses to planning applications	District Council website	
Bye-laws	None	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		

Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Planning Policy statement 	Website None None Website Website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	N/A	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	This document	
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Register of Electors	Inspection of hard copy only	
Assets register	Website	
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)	N/A	
Register of members' interests	District council website and hard copy	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
Grit bins (provision and filling)		
Dog bins (provision and emptying)		
Bus shelter (maintenance)		
Telephone kiosk (maintenance)		

Contact details:

Parish Clerk: Mrs Ginny Yandle, 60 Regents Way, Minehead. Somerset. TA24 5HS.
clerk@sampfordbrett.org.uk

Village website: www.sampfordbrett.org

District Council website: www.westsomersetonline.gov.uk

Village notice board is on the wall of the Old Rectory in the main street.

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p 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)

* the actual cost incurred by the public authority