



Information available from Great Missenden 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- the information is archived, out of date or otherwise inaccessible; or,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.

Adopted by Great Missenden Parish Council – 14th August 2017

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
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	

Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts of councillors but contact is made through the parish clerk – personal contact details of councillors not published)	Website Hard copy Noticeboard	Free Free Free
Location of main Council office and accessibility details	Website Hard copy	Free Free
Staffing structure	Website Hard copy	Free 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	Hard copy Noticeboard	Free Free
Finalised budget	Hard copy	10 p per sheet
Precept	Hard copy	Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Available for inspection	Free

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)/ Budget	Hard copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free
Quality status – not applicable		
Local charters drawn up in accordance with DCLG guidelines		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy Noticeboards	Free Free Free
Agendas of meetings (as above)	Hard copy Noticeboards	Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free For copies of more than two

		meetings 10p per sheet.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free unless report is over 10 pages then 10p per sheet
Responses to consultation papers	Hard copy	Free unless report is over 10 pages then 10p per sheet
Responses to planning applications	Website (Planning Committee minutes) Hard copy	Free Free
Class 5 – Our policies and procedures (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:	Hard copy	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: Internal instructions to staff and policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
Records management policies (records retention, destruction and archive)	Hard copy	Free
Data protection policies	Hard copy	Free
Schedule of charges (for the publication of information)	Hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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)		
Assets register	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 Hard copy	Free Free
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard copy	Free Free
Burial grounds and closed churchyards	Hard copy	Free
Community centres and village halls	Hard copy	Free
Parks, playing fields and recreational facilities	Hard copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters	Hard copy	Free
Agency agreements	Hard copy	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Free

Contact details: Clerk to Great Missenden Parish Council
01494 864792
clerk@greatmissendenpc.co.uk

Parish Office, Buryfield, Link Road, Great Missenden, Bucks, HP16 9AE

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)	
	Photocopying @ 30p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		