



## Information available from Haddiscoe Parish Council under the model publication scheme.

This was approved and adopted by Haddiscoe Parish Council at their meeting on 5<sup>th</sup> September 2022.

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- the information is archived, out of date or otherwise inaccessible; or,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.

### **Publishing datasets for re-use**

Haddiscoe Parish Council 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><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<p><b><u>Class1 - Who we are and what we do</u></b> (Organisational information, structures, locations and contacts)</p> <p><u>This will be current information only.</u></p> <p><u>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</u></p>	Website Hard Copy	Free 10p a copy
<b><u>Who's who on the Council and its Committees</u></b>	Website Hard Copy	Free 10p a copy
Contact details for Parish Clerk and Council members - named contacts with email address	Website Hard Copy	Free 10p a copy
Location of main Council office and accessibility details	Hard Copy	10p a copy
Staffing structure	Hard Copy	10p a copy
<p><b><u>Class 2 – What we spend and how we spend it</u></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website Hard Copy	Free 10p a copy
Annual return form and report by auditor	Website Hard Copy	Free 10p a copy

Finalised budget	Website Hard Copy	Free 10p a copy
Precept	Website Hard Copy	Free 10p a copy
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Hard Copy	10p a copy
List of current contracts awarded and value of contract	Hard Copy	10p a copy
Members' allowances and expenses	Hard Copy	10p a copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website Hard Copy	Free 10p a copy
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p a copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p a copy
Quality status	Hard Copy	10p a copy
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	10p a copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website Hard Copy	Free 10p a copy
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Bye-laws	Website Hard Copy	Free 10p a copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website Hard Copy	Free 10p a copy
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 Policy statements	Website Hard Copy	Free 10p a copy
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Website Hard Copy	Free 10p a copy

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	Free 10p a copy
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data protection policies	Website Hard Copy	Free 10p a copy
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p a copy
<b>Class 6 – Lists and Registers</b>	Website Hard Copy	
Currently maintained lists and registers only	(Some information will 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)	Please contact the clerk for information	
Assets register	Hard Copy	10p a copy
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	10p a copy
Register of members' interests	Website(SNDC & Minutes) Hard Copy	Free 10p a copy
Register of gifts and hospitality - if applicable would be minuted	Website Hard Copy	Free 10p a copy
<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		
Playing field and recreational facilities	Please contact the clerk for	

	information	
Seating, litter bins, dog waste bin,	Please contact the clerk for information	
Defibrillator (in telephone box)	Please contact the clerk for information	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

For hard copies or further information, please contact Mrs L Fulcher, Clerk to Council

Email: [haddiscoepc@gmail.com](mailto:haddiscoepc@gmail.com)

Website: [haddiscoeparish.org.uk](http://haddiscoeparish.org.uk)

**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 @ 10p per sheet	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