



Information available from Greenham Parish Council under the publication scheme

Adopted 08/05/2019

This guidance/template gives examples of the kinds of information that Greenham Parish Council would provide in order to meet their commitments under the publication scheme.

It is expected that that Greenham Parish Council would 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- the information is archived, out of date or otherwise inaccessible; or,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 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is free</p>
<p>Who's who on the Council and its Committees</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is 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>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is free</p>

Location of main Council office and accessibility details	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Staffing structure	Email Hard copy Website	20p per sheet + Postage Email and website information is 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	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Annual return form and report by auditor	Email Hard copy Website	20p per sheet + Postage

		Email and website information is free
Finalised budget	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Precept	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Borrowing Approval letter	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Financial Standing Orders and Regulations	Email	20p per

	Hard copy Website	sheet + Postage Email and website information is free
Grants given and received	Email Hard copy Website	20p per sheet + Postage Email and website information is free
List of current contracts awarded and value of contract	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Members' allowances and expenses	Email Hard copy Website	20p per sheet + Postage Email and website

		information is 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>	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Parish Plan (current and previous year as a minimum)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Quality status	Email Hard copy	20p per sheet +

	Website	Postage Email and website information is free
Local charters drawn up in accordance with DCLG guidelines	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Email Hard copy Website	20p per sheet + Postage Email and website

		information is free
Agendas of meetings (as above)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Responses to consultation papers	Email Hard copy Website	20p per sheet + Postage

		Email and website information is free
Responses to planning applications	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Bye-laws	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Class 5 – Our policies and procedures (For Example, Current written protocols, policies and procedures for delivering our services and responsibilities) Current policies only	Email Hard copy Website	20p per sheet + Postage Email and website information

		is free
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is free</p>
<p>For example, Policies and procedures for the provision of services and about the employment of staff</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is free</p>
<p>Information security policy</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p> <p>Email and website information is free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Email Hard copy Website</p>	<p>20p per sheet + Postage</p>

		Email and website information is free
Data protection policies	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Schedule of charges (for the publication of information)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Class 6 – Lists and Registers Currently maintained lists and registers only	Email Hard copy Website	20p per sheet + Postage Email and website information is free

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Assets register	Email Hard copy Website	20p per sheet + Postage Email and website information is 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)	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Register of members' interests	Email Hard copy Website	20p per sheet + Postage Email and

		website information is free
Register of gifts and hospitality	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Bus shelters	Email Hard copy Website	20p per sheet + Postage Email and website information is free
Additional Information	Email	20p per

This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard copy Website	sheet + Postage Email and website information is free

Contact details:**Lisa Blake, Greenham Parish Council**

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 @ 20p 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 (<i>Environmental Information Regulations 2004 Reg 8(1)</i>)
Other		

* the actual cost incurred by the public authority