

Information available from Filkins and Broughton Poggs Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that ICO's Office would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO's Office 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- the information is archived, out of date or otherwise inaccessible; or,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.

Classification of Information	Information to be published	How the information can be obtained
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<p>Class 1 - Who we are and what we do</p>	<ol style="list-style-type: none"> 1. Organisational information, structures, locations and contacts. This will be current information only. 2. Who's who on the Council and its Committees 3. Contact details for Parish Clerk and Council members (named contacts where possible with telephone) 4. Staffing structure 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p>
<p>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</p>	<ol style="list-style-type: none"> 1. Annual return form and report by auditor 2. Finalised budget 3. Precept 4. Borrowing Approval letter 5. Financial Standing Orders and Regulations 6. Grants given and received 7. List of current contracts awarded and value of contract 8. Members' allowances and expenses 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>N/A</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	<ol style="list-style-type: none"> 1. Parish Plan (current and previous year as a minimum) 2. Annual Report to Parish Meeting (current and previous year as a minimum) 3. Quality status 4. Local charters drawn up in accordance with DCLG guidelines 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>N/A</p> <p>N/A</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<ol style="list-style-type: none"> 1. Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) 2. Agendas of meetings (as above) 3. Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. 4. Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. 5. Responses to consultation papers 6. Responses to planning applications 7. Bye-laws 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>N/A</p> <p>Hard Copy & Website</p> <p>N/A</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<ol style="list-style-type: none"> 1. Policies and procedures for the conduct of council business: <ol style="list-style-type: none"> (a) Procedural standing orders (b) Committee and sub-committee terms of reference (c) Delegated authority in respect of officers (d) Code of Conduct 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>N/A</p> <p>Hard Copy & Website</p>

<p>Current information only</p>	<p>(e) Policy statements</p> <ol style="list-style-type: none"> 2. Policies and procedures for the provision of services and about the employment of staff: <ol style="list-style-type: none"> (a) Internal instructions to staff and policies relating to the delivery of services (b) Equality and diversity policy (c) Health and safety policy (d) Recruitment policies (including current vacancies) 3. Policies and procedures for handling requests for information 4. Complaints procedures (including those covering requests for information and operating the publication scheme) 5. Information security policy 6. Records management policies (records retention, destruction and archive) 7. Data protection policies 8. Schedule of charges (for the publication of information) 	<p>N/A</p> <p>Available on application</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p>
<p>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) Currently maintained lists and registers only</p>	<ol style="list-style-type: none"> 1. Assets register 2. 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) 3. Register of members’ interests 4. Register of gifts and hospitality 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<ol style="list-style-type: none"> 1. Allotments 2. Burial grounds and closed churchyards 3. Community centres and village halls 4. Parks, playing fields and recreational facilities 5. Seating, litter bins, clocks, memorials and lighting 6. Bus shelters 7. Markets 8. Public conveniences 9. Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) 	<p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>Hard Copy & Website</p> <p>N/A</p> <p>N/A</p> <p>Hard Copy & Website</p>

Contact details: *Cris Hoad, Clerk to Filkins and Broughton Poggs 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority