PUBLICATION SCHEME

SCHEME OF PUBLICATION

The Scheme of Publication sets out what kinds of information that the ICO would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO would expect Parish Councils to make the information in this definition document available unless:

(a) it does not hold the information;
(b) the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
(c) 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;
(d) the information is archived, out of date or otherwise inaccessible; or,
(e) it would be impractical or resource-intensive to prepare the material for routine release.

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 reuse".

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	Hard copy Website	10p per A4 sheet Free
Who's who on the Council and its Committees	Council: Hard copy or website Council: website Committee: Contact the Clerk	10p per A4 sheet Free
Contact details for Parish Clerk and Council Members (named contacts **where possible** with telephone number and email address (if used)	Hard copy website	10p per A4 sheet 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 Website	10p per A4 sheet Free
Annual return form and report by auditor	Hard copy Website	10p per A4 sheet Free
Finalised consolidated budget	Hard copy Website	10p per A4 sheet Free
Standing Orders	Hard copy Website	10p per A4 sheet Free
Financial Regulations	Hard copy Wwebsite	10p per A4 sheet Free
Grants given and received	Hard copy Website	10p per A4 sheet Free
List of current contracts awarded and value of contract	Hard copy Website	10p per A4 sheet Free

Members allowances and expenses – currently none are claimed	Not applicable	
Class 3 – What our priorities are and how we are doing		
Annual report to Parish Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 sheet Free
Class 4 – How we make decisions Decisions making processes and records of decision Current and previous council year as a minimum	Hard copy Website	10p per A4 sheet Free
Timetable of meetings (Council and any committee/sub committee meetings and Parish meetings	Hard copy Website	10p per A4 sheet Free
Agendas of meetings	Hard copy Website	10p per A4 sheet Free
Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	10p per A4 sheet Free

Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	10p per A4 sheet Free
Responses to consultation papers	Hard copy or Website	10p per A4 sheet Free
Responses to Planning applications	Hard copy Website	10p per A4 sheet Free

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our service and responsibilities Current information only	Hard copy Website	10p per A4 sheet Free
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	Hard copy Website	10p per A4 sheet Free

Policies and procedures for the provision of services and about the employment of staff.	Hard copy Website	10p per A4 sheet Free

Complaints Procedure (including those covering request for information and operating the publication scheme)	Hard copy Website	10p per A4 sheet Free
Data Protection Policy Any other policies	Hard copy Website	10p per A4 sheet Free

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy Website	10p per A4 sheet Free
Any publicly available register or list (if any are held this should be publicised in most circumstances existing access provisions will suffice)	Hard copy Website	10p per A4 sheet Free
Assets register (updated annually)	Hard copy Website	10p per A4 sheet 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)	Hard copy Website	10p per A4 sheet Free
Register of Members' Interests	Hard copy Website	10p per A4 sheet Free
Register of gifts and hospitality	Hard copy Website	10p per A4 sheet Free
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 Website	10p per A4 sheet Free