



Information available from Wickersley Parish Council under the model publication scheme

This document covers the kinds of information that the Information Commissioners Office expects Parish Councils to provide in order to meet their commitments under the model publication scheme.

The expectation is that Parish Councils 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- the information is archived, out of date or otherwise inaccessible; or,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.

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>Website Hard Copy</p>	<p>Free 10 pence a sheet</p>
<p>List of Council members and their responsibilities as well as a list of their Committees</p> <p>Details of any representation on public bodies</p>	<p>Website Hard Copy</p>	<p>Free 10 pence a sheet</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members ,named contacts where possible with telephone number and email address</p>	<p>Website Hard Copy</p>	<p>Free 10 pence a sheet</p>
<p>Location of main Council office and accessibility details inc email address</p>	<p>Website Hard Copy</p>	<p>Free 10 pence a sheet</p>
<p>Staffing structure</p>	<p>Website Hard Copy</p>	<p>Free 10 pence a sheet</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	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual return form	Website Hard Copy	Free 10 pence a sheet
Finalised budget	Website Hard Copy	Free 10 pence a sheet
Precept	Website Hard Copy	Free 10 pence a sheet
Borrowing Approval letter All items of expenditure over £100	On request	Free 10 pence a sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10 pence a sheet
Grants given and received	Website Hard Copy	Free 10 pence a sheet
List of current contracts awarded and value of contract	On request	
Members' allowances and expenses	None	

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	(hard copy or website)	
Annual governance statement in format included in the Annual Return form		
Parish Plan	Website Hard Copy	Free 10 pence a sheet
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10 pence a sheet
Quality status	Foundation Lapsed	
Local charters drawn up in accordance with DCLG guidelines	See RMBC	
Data protection impact assessments (in full or		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10 pence a sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10 pence a sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly considered to be exempt from disclosure	Website Hard Copy	Free 10 pence a

		sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded to be exempt from disclosure .	Website Hard Copy	Free 10 pence a sheet
Responses to consultation papers	Website Hard Copy	Free 10 pence a sheet
Responses to planning applications	Website Hard Copy	Free 10 pence a sheet
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 10 pence a sheet
Policies and procedures for the provision of services and about the employment of staff:	On request	Free

Internal instructions to staff and policies relating to the delivery of services	N/A	
Equality and diversity policy	On request	Free
Health and safety policy	On request	10 pence a sheet
Recruitment policies (including current vacancies)	On request	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10 pence a sheet
	Website	
	Hard Copy	
Records management , personal data and access to information policies(records retention, destruction and archive)	Website	Free
	Hard Copy	10 pence a sheet
Include Information security policies, records retention, destruction and archive policies and data protection policies		
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy	10 pence a sheet
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most cases existing access provisions will suffice)	None	
Assets register, including details of public land and building assets	Website	Free
	Hard Copy	10 pence a sheet
Disclosure log (indicating the information that has been provided in response to	None	

FOIA and EIR requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Website Hard Copy	Free 10 pence a sheet
Register of gifts and hospitality	None	
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 10 pence a sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Hard Copy	Free 10 pence a sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10 pence a sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 10 pence a sheet
Bus shelters	N/A	
Markets	N/A	



Public conveniences	Website Hard Copy	Free 10 pence a sheet
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs C J Lavell-Smith CILCA
 Parish Clerk & Responsible Finance Officer
 Wickersley Community Centre
 286 Bawtry Road
 Wickersley
 S66 1JJ
 Clerk@wickersleypc.org.uk
 01790 703270

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 @ ..75p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority