

# *Publication Scheme*



## Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual review	23/05/19	04/05/21	04/05/21



## Information available from Hilton Parish Council under the model publication scheme

This Publication Scheme gives examples of the kinds of information that Hilton Parish Council will provide in order to meet their commitments under the model publication scheme.

Hilton Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or,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

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".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard Copy from the Clerk	<i>Free</i> <i>10p per sheet</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboards	<i>Free</i> <i>Free</i>

	Hard Copy from the Clerk	<i>10p per sheet</i>
Location of main Council office and accessibility details	N/A	<i>N/A</i>
Staffing structure	Hard Copy from the Clerk	<i>10p per sheet</i>
<b>Class 2 – What we spend and how we spend it</b> (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)	
Annual return form and report by auditor	Hard Copy from the Clerk	<i>10p per sheet</i>
Finalised budget	Hard Copy from the Clerk	<i>10p per sheet</i>
Precept	Hard Copy from the Clerk	<i>10p per sheet</i>
Borrowing Approval letter	Hard Copy from the Clerk	<i>10p per sheet</i>
Financial Standing Orders and Regulations	Hard Copy from the Clerk	<i>10p per sheet</i>
Grants given and received	Hard Copy from the Clerk	<i>10p per sheet</i>
List of current contracts awarded and value of contract	Hard Copy from the Clerk	<i>10p per sheet</i>
Members' allowances and expenses	Hard Copy from the Clerk	<i>10p per sheet</i>
<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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy from the Clerk	<i>Free</i> <i>10p per sheet</i>
Quality status	N/A	<i>N/A</i>
<i>Local charters drawn up in accordance with DCLG guidelines</i>	<i>N/A</i>	<i>N/A</i>

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy from the Clerk	<i>Free</i> <i>10p per sheet</i>
Agendas of meetings (as above)	Website Noticeboards Hard Copy from the Clerk	<i>Free</i> <i>Free</i> <i>10p per sheet</i>
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy from the Clerk	<i>Free</i> <i>10p per sheet</i>
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy from the Clerk	<i>10p per sheet</i>
Responses to consultation papers	Hard Copy from the Clerk	<i>10p per sheet</i>
Responses to planning applications	Website HDC Website Hard Copy from the Clerk	<i>Free</i> <i>Free</i> <i>10p per sheet</i>
<i>Bye-laws</i>	<i>HDC Website</i> <i>Hard Copy from the Clerk</i>	<i>Free</i> <i>10p per sheet</i>

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business: Procedural standing orders</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct</p> <p>Policy statements</p>	<p>Website Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk NALC Website Hard Copy from Clerk Website Hard Copy from Clerk</p>	<p><i>Free</i> <i>10p per sheet</i> <i>10p per sheet</i> <i>10p per sheet</i> <i>Free</i> <i>10p per sheet</i> <i>Free</i> <i>10p per sheet</i></p>
<p>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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk</p>	<p><i>10p per sheet</i> <i>10p per sheet</i> <i>10p per sheet</i> <i>10p per sheet</i> <i>10p per sheet</i> <i>10p per sheet</i></p>
<p>Information security policy</p>	<p>Hard Copy from Clerk</p>	<p><i>10p per sheet</i></p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy from Clerk</p>	<p><i>10p per sheet</i></p>
<p>Data protection policies</p>	<p>Hard Copy from Clerk</p>	<p><i>10p per sheet</i></p>

Schedule of charges (for the publication of information)	Hard Copy from Clerk	<i>10p per sheet</i>
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy from Clerk	<i>10p per sheet</i>
Assets register	Hard Copy from Clerk	<i>10p per sheet</i>
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 from Clerk	<i>10p per sheet</i>
Register of members' interests	Hard Copy from Clerk	<i>10p per sheet</i>
Register of gifts and hospitality	Hard Copy from Clerk	<i>10p per sheet</i>
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard Copy from Clerk	<i>10p per sheet</i>
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy from Clerk	<i>10p per sheet</i>
Parks, playing fields and recreational facilities	Hard Copy from Clerk	<i>10p per sheet</i>
Seating, litter bins, clocks, memorials and lighting	Hard Copy from Clerk	<i>10p per sheet</i>
Bus shelters	Hard Copy from Clerk	<i>10p per sheet</i>
Markets	N/A	
Public conveniences	N/A	

Agency agreements	Hard Copy from Clerk	<i>10p per sheet</i>
<i>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</i>	<i>Hard Copy from Clerk</i>	<i>10p per sheet</i>

**Contact details:**

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**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 (black & white)	<i>Actual cost</i>
	Photocopying @ 25p per sheet (colour)	<i>Actual cost</i>
	Postage	<i>Actual cost of Royal Mail standard 2<sup>nd</sup> class</i>
<b>Statutory Fee</b>		<i>In accordance with the relevant legislation</i>
<b>Other</b>		