



## Information available from North Baddesley Parish Council under the model publication scheme

Last Review: May 2021

Next Review: May 2022

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

We 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- the information is archived, out of date or otherwise inaccessible; or,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.

### **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>
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>(hard copy or website)</p>	
<p>Who’s who on the Council and its Committees</p>	<p>Website and hard copy</p>	<p>Hard copies:                      10p per sheet                      black and white                      15p per sheet                      Colour                      Standard 2<sup>nd</sup>                      class postage                      fee + 50                      packaging                      No charge for                      website or                      electronically                      transmitted                      information</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copies	As above
Location of main Council office and accessibility details	Clerk's home address (As contact details below)	No charge
Staffing structure	Hard copy	As above
<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	Website and hard copy	As above
Finalised budget	Hard copy	As above
Precept	Website and hard copy	As above
Borrowing Approval letter	Hard copy	As above
Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members' allowances and expenses	Hard copy	As above
<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)	Hard copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	As above
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	As above
<b>Class 4 – How we make decisions</b> (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 or hard copy	As above
Agendas of meetings (as above)	Website or hard copy	As above
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	As above
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	As above
Responses to consultation papers	Website and hard copy	As above
Responses to planning applications	Website and hard copy	As above
Bye-laws	Hard copy	As above
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
<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>Hard copy                  Hard copy                  Hard copy                  Hard copy                  Hard copy</p>	All as above
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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                    Hard copy                  Hard copy                  Hard copy                  Hard copy                  Hard copy</p>	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Website and hard copy	

<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	
Assets register	Hard copy	
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	
Register of members' interests	Website or hard copy	
Register of gifts and hospitality	Hard copy	
<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	
Burial grounds and closed churchyards	Hard copy	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Hard copy	
Public conveniences	N/A	

Agency agreements	Hard copy	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Ms Joan Harrington  
 Parish Clerk  
 c/o 5 Monument Court  
 1 Lower Canal Walk  
 Town Quay  
 Southampton  
 SO14 3AN

Email: [clerk@northbaddesley-pc.gov.uk](mailto:clerk@northbaddesley-pc.gov.uk)



**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Packaging	50p
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority