



Information available from **Cubbington Parish Council** under the model publication scheme

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

The Parish Council would make the information 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- the information is archived, out of date or otherwise inaccessible; or,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".

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>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy Email Website Noticeboard</p>	<p>10p per sheet Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Staffing structure</p>	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</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)	
Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Hard Copy Email	10p per sheet free
Precept	Hard Copy Email	10p per sheet free
Borrowing Approval letter (if applicable)	Hard Copy Email	10p per sheet free
Financial Regulations and Standing Orders	Hard Copy Email Website	10p per sheet Free Free
Grants given and received	Hard Copy Email	10p per sheet free
List of current contracts awarded and value of contract (if applicable)	Hard Copy Email	10p per sheet free
Members' allowances and expenses	Hard Copy Email	10p per sheet free
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 Email	10p per sheet free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Email	10p per sheet free

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

<p>Class 5 – Our policies and procedures (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:</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>ALL</p> <p>Hard copy Email Website</p>	<p>10p per sheet Free Free</p>
<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>ALL</p> <p>Hard copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Information security policy</p>	<p>Hard copy Email</p>	<p>10p per sheet Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy Email</p>	<p>10p per sheet Free</p>
<p>Data protection policies</p>	<p>Hard copy Email</p>	<p>10p per sheet Free</p>

Schedule of charges (for the publication of information)	Hard copy Email	10p per sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register	Hard Copy Email Website	10p per sheet Free 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 Email Website	10p per sheet Free Free
Register of members' interests	Hard Copy Email Website	10p per sheet Free Free
Register of gifts and hospitality	Hard Copy Email	10p per 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 or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
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	

Contact details:

Jane Chatterton
 Clerk & RFO
 Cubbington Parish Council
 Belby, Common Lane
 Corley
 CV7 8AQ

Email: Clerk@cubbington.org.uk

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 (quote the actual statute)

* the actual cost incurred by the public authority