



Northway Parish Council 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- the information is archived, out of date or otherwise inaccessible; or,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 license. 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 License. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified license' 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
Class 1 – Who we are and what we do (Organisational Information, structures, locations, contacts and legal governance. This will be current information only)		
Who's who on the Council and its Committees	NPC Website Hard Copy	Free 15 per sheet
Contact details for Parish Clerk and Parish Council Members	NPC Website Hard Copy	Free 15 per sheet
Location of main Council office and accessibility details	NPC Website Hard Copy	Free 15 per sheet
Staffing Structure	NPC Website Hardcopy	Free 15 per sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts)		
Annual Return and Auditor's Report	NPC Website Hard Copy	Free 15 per sheet
Finalised Budget	NPC Website Hard Copy	Free 15 per sheet
Precept	NPC Website Hard Copy	Free 15 per sheet
Standing Orders and Financial Regulations	NPC Website Hard Copy	Free 15 per sheet
Borrowing Approval Letter	NPC Website Hard Copy	Free 15 per sheet
Grants Given and Received	NPC Website Hard Copy	Free 15 per sheet
List of current contracts awarded and value of contract	NPC Website Hard Copy	Free 15 per sheet
Member's Expenses	NPC Website Hard Copy	Free 15 per sheet

Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (if relevant)	n/a	
Annual Report to Parish or Community Meeting	NPC Website Hard Copy	Free 15 per sheet
Quality Status	n/a	
Local Charters drawn up in accordance with DCLG Guidelines	NPC Website Hard Copy	Free 15 per sheet

Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>		
Timetable of meetings (Council, and committee/sub committee meetings and parish meetings)	NPC Website Hard Copy	Free 15 per sheet
Agendas of meetings (as above)	NPC Website Hard Copy	Free 15 per sheet
Minutes of meetings (as above) <i>this will exclude information that is properly regarded as private to the meeting</i>	NPC Website Hard Copy	Free 15 per sheet
Reports presented to meetings <i>this will exclude information that is properly regarded as private to the meeting</i>	NPC Website Hard Copy	Free 15 per sheet
Responses to Consultation papers	NPC Website Hard Copy	Free 15 per sheet
Responses to Planning Applications	NPC Website Hard Copy	Free 15 per sheet
Bye Laws	NPC Website Hard Copy	Free 15 per sheet

Class 5 – Our Policies and Procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural Standing Orders • Committee and Sub-Committee Terms of Reference • Code of Conduct • Policy Statements • Policies and Procedures 	NPC Website Hard Copy	Free 15 per sheet
Records Management Policies (records retention, destruction and archive)	NPC Website Hard Copy	Free 15 per sheet
Data Protection Policies	NPC Website Hard Copy	Free 15 per sheet

Class 6 – Lists and Registers <i>(Information held in registers required by law and other lists and registers relating to the functions of the authority)</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	NPC Website Hard Copy	Free 15 per sheet
Assets Register 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)	NPC Website Hard Copy	Free 15 per sheet
Register of Members' Interests	NPC Website Hard Copy	Free 15 per sheet
Register of gifts and hospitality	NPC Website Hard Copy	Free 15 per sheet

Class 7 – The Services we Offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Community Centres and Village Halls	NPC Website Hard Copy	Free 15 per sheet
Parks, Playing Fields and recreational facilities	NPC Website Hard Copy	Free 15 per sheet
Seating, litter bins, clocks, memorials and lighting	NPC Website Hard Copy	Free 15 per sheet
Bus Shelters	NPC Website Hard Copy	Free 15 per sheet
Agency Agreements	NPC Website Hard Copy	Free 15 per sheet
Services for which the Parish Council is entitled to recover a fee, together with those fees	NPC Website Hard Copy	Free 15 per sheet

Additional Information	Description	Basis of Charge
Disbursement Cost	Photocopying @ 15p per side (b&w) Postage	Actual cost incurred by the public Authority including VAT Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Taking enquiries (more than 15 minutes)	£6.00 (inc VAT)
Written Requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be consider in accordance with the provision of the Freedom of Information Act.		

CONTACT DETAILS: Parish Clerk, Northway Community Hub & Parish Office, Lee Walk, Northway, Tewkesbury, Glos, GL20 8QG
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