

Information available from Fenstanton Parish Council under the model publication scheme

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

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- the information is archived, out of date or otherwise inaccessible; or,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



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**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	All hard copies will be charged at 10 per sheet. Unless stated otherwise



Who's who on the Council and its Committees	Website Hard copy from the clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Website Notice Boards Hard Copy	
Location of main Council office and accessibility details	Website Notice Boards Hard Copy	
Staffing structure	Hard Copy from the Clerk	
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 from the Clerk	
Finalised budget	Hard copy from the Clerk	
Precept	Hard copy from the Clerk	
Borrowing Approval letter	Hard copy from the Clerk	
Financial Standing Orders and Regulations	Hard copy from the Clerk	
Grants given and received	Hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Members' allowances and expenses	Hard copy from the Clerk	



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)	
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	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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 from the Clerk	
Agendas of meetings (as above)	Website Noticeboards Hard copy from the Clerk	
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	
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	



Responses to consultation papers	Hard copy from the Clerk	
Responses to planning applications	Website HDC Website Hard copy from the Clerk	
Bye-laws	HDC Website Hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 Website/ Hard copy from the Clerk Hard copy from the Clerk Website/ Hard copy from the Clerk Website/ Hard copy from the Clerk	
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	 Website/ Hard copy from the Clerk Website/ Hard copy from the Clerk Website/ Hard copy from the Clerk	



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)	Website/ Hard copy from the Clerk Website/ Hard copy from the Clerk Website/ Hard copy from the Clerk	
Information security policy		
Records management policies (records retention, destruction and archive)	Website/ Hard copy from the Clerk	
Data protection policies	Website/ Hard copy from the Clerk	
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	Hard copy from the Clerk	
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)		
Register of members' interests	Website	
Register of gifts and hospitality		
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 – open Graveyard only	Website/ Hard copy from the Clerk	
Parks, playing fields and recreational facilities	Hard copy from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	
Bus shelters	Hard copy from the Clerk	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard copy from the Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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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.

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

* the actual cost incurred by the public authority

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1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20
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