



Information available from Benwick Parish Council under the model publication scheme

This template 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/Community 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- the information is archived, out of date or otherwise inaccessible; or,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".

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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>Website Photocopy E-mail</p>	<p>FOC .10p/sheet FOC</p>
Who's who on the Council and its Committees	Website, E-mail/Notice Board	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, E-mail/Notice Board	FOC
Location of main Council office and accessibility details	By appointment	
Staffing structure	Clerk	
<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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website Photocopy E-mail/Monthly meeting</p>	<p>FOC .10/sheet FOC</p>
Annual return form and report by auditor	Website Photocopy E-mail/Monthly meeting	FOC .10p/sheet FOC
Finalised budget	Website Photocopy	.10p/sheet
Precept	Website, E-mail/Monthly meeting	FOC
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	Photocopy Website, E-mail	.10p/sheet FOC
Grants given and received	Photocopy Website, E-mail/Monthly meeting	.10p/sheet FOC
List of current contracts awarded and value of contract	E-mail/Monthly meeting	FOC
Members' allowances and expenses	Monthly Meeting	FOC
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	E-mail	FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/E-mail/Monthly meeting	FOC
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	E-mail/Web Site	FOC
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	E-mail/Local Website/Notice Board	FOC
Agendas of meetings (as above)	E-mail/Website/Notice Board	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	E-mail/Website/Notice Board	FOC

	Clerk by appointment	Fees
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Photocopy	.10p/sheet
Responses to consultation papers	E-mail/Local Websites	FOC
Responses to planning applications	E-mail/Local Websites	FOC
Bye-laws		
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	Photocopy Website/E-mail	.10p/ sheet FOC
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Website By appointment	FOC Fees

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	By appointment	Fees
Records management policies (records retention, destruction and archive)	By appointment	Fees
Data protection policies	By appointment	Fees
Schedule of charges (for the publication of information)	Photocopy	.10p/sheet
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)		
Assets Register	Website Photocopy	FOC .10p/sheet
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 Monthly meeting	.10p/sheet FOC
Register of members' interests	Website Photocopy	FOC .10p/sheet
Register of gifts and hospitality	Not applicable	
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	Photocopy E-mail	.10p/sheet FOC
Burial grounds and closed churchyards	Photocopy E-mail	.10p/sheet FOC
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	E-mail	FOC
Bus shelters	E-mail	FOC
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	E-mail	FOC
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

CLERK: Mrs Jacquie Richardson
11 Doddington Road
Benwick
March
Cambs
PE15 0UT

Tel: 01354 677856
E-mail: benwickparishcouncil.clerk@gmail.com

5th October 2015 Item 145/15-16, reviewed at Meeting 6th March 2017 and amended (Item 251/16-17)

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 @ .25p 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)
Other		

* the actual cost incurred by the public authority