Freedom of Information Act 2000

The model publication scheme lists the information that the ICO thinks parish councils are likely to hold and should make proactively available within each class.

The ICO expects the information in this guide to be available unless:

- The parish council does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You 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- the information is archived, out of date or otherwise inaccessible; or,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.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and parish councils should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

Publishing datasets for re-use

As a public authority, parish councils 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 parish council is the only owner, the parish council 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 2018 section 45 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 Datasets (section 11, 19 & 45). This explains what is meant by "not appropriate" and "capable of re-use".

Model Publication Scheme

The table below identifies the specific information the ICO expects parish councils to publish under each of the seven classes of information set out in the model publication scheme.

Information available from Carlton cum Willingham Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council	www.carltoncumwillinghampc.org.uk	

Committees Details of any representation on local public bodies		
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	www.carltoncumwillinghampc.org.uk	
Location of main Council office and accessibility details	N/A	
Staffing structure	Not held	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	www.carltoncumwillinghampc.org.uk	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Not held	
All items of expenditure above £100	www.carltoncumwillinghampc.org.uk	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	www.carltoncumwillinghampc.org.uk	

List of current contracts awarded and value of contract	www.carltoncumwillinghampc.org.uk	
Members' allowances and expenses	Not held	
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)	
Annual governance statement in format included in the Annual Return form	www.carltoncumwillinghampc.org.uk	
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	www.carltoncumwillinghampc.org.uk	
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
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)	www.carltoncumwillinghampc.org.uk	
Agendas of meetings (as above)	www.carltoncumwillinghampc.org.uk	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	www.carltoncumwillinghampc.org.uk	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Not held	
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	www.carltoncumwillinghampc.org.uk not held hard copy hard copy	
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 • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Application to the Clerk Hard copy	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Application to the Clerk Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	
Assets register, including details of public land and building assets	Hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Application to the Clerk	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Not held	
	(hard copy or website; some	

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	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	Application to the Clerk	
Bus shelters	Application to the Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
Additional Information Information not itemised in the lists above		

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 @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 50p 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