

# Information available from Great Linford Parish Council under the model publication scheme

This guidance/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.

Parish Councils are expected 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- the information is archived, out of date or otherwise inaccessible; or,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".

## Information available from Great Linford Parish Council under the model publication scheme updated March 2019

This model publication scheme provides a list of the kind of information GLPC can provide in order to meet the 2002 model publication scheme requirements.

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website / hard copy	Free/5p a page
Contact details for Parish Manager and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy	Free/5p a page
Location of main Council office and accessibility details	Website / hard copy	Free/5p a page
Staffing structure	Website / hard copy	Free/5p a page
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website / hard copy	Free/5p a page
Finalised budget	Website / hard copy	Free/5p a page
Precept	Website / hard copy	Free/5p a page
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website / hard copy	Free/5p a page
Grants given and received	Hard copy	5p a page
List of current contracts awarded and value of contract	Hard copy	5p a page
Members' allowances and expenses	Not applicable currently	

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic Plan	Website / hard copy	Free/5p a page
Annual Report to Parish (current and previous year as a minimum)	Hard copy	5p a page
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / hard copy	Free/5p a page
Agendas of meetings (as above)	Website / hard copy	Free/5p a page
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	Free/5p a page
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p a page
Responses to consultation papers	Hard copy	5p a page
Responses to planning applications	Hard copy	5p a page
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee, sub-committee and working groups terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	For all items as listed  Website / hard copy	For all items as listed  Free/5p a page

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy	For all items as listed  Free/5p a page
Information security policy	Hard copy	Free/5p a page
Records management policies (records retention, destruction and archive)	Hard copy	Free/5p a page
Data protection policies	Hard copy	Free/5p a page
Schedule of charges) for the publication of information)	Within this document	Free/5p a page
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	<i>hard copy or website; some information may only be available by inspection)</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy	5p a page
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)	Not applicable	
Register of members' interests	Held by principle authority on website	
Register of gifts and hospitality	Held by principle authority on website	
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	Website / hard copy	5p a page
Burial grounds and closed churchyards	Not applicable	

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Community centres, village halls sports facilities	Website / hard copy	5p a page
Parks, playing fields and recreational facilities	Website / hard copy	5p a page
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
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)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

### Contact details:

**Parish Manager, Great Linford Parish Council, Great Linford House, 1 St Leger Court, Great Linford, MK14 5HA**  
**parish.manager@great-linford.gov.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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail large 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the FOI 2000
<b>Other</b>		