



Information available from Otley Parish Council under the model publication scheme.

This guidance/template gives examples of the kinds of information that we would expect Parish/Community 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- the information is archived, out of date or otherwise inaccessible; or,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".

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 Hard copy from clerk</p>	<p>Free 10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Notice board Hard Copy from Clerk	Free 10p per sheet
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	Website Hard Copy from Clerk	Free 10p per sheet
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
Class 3 – What our priorities are and how we are doing (audits, inspections and reviews, Annual Report to Parish) Current and previous year as a minimum	Website Hard Copy from Clerk Free 10p per sheet	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website/noticeboard Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website/noticeboard Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Responses to planning applications</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference</p>	<p>Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Clerk's Contract of Employment	Hard Copy from Clerk	10p per sheet
Data protection policies	Hard Copy from Clerk	10p per sheet
Schedule of charges (for the publication of information)- Disbursement Cost	Printing @10p per sheet black & white Postage	Actual cost incurred Actual cost of Royal Mail 2 nd Class
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard Copy from Clerk	Free 10p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
Register of members' interests		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	Our website shows information about Otley Parish. Specific assets	

<p>and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>can be found on the 'Asset Register'. Website Hard Copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

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 01473 892109
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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the Freedom of Information Act 2009 & Data Protection Act 2018.	Data Protection Act 1998 Registration No: Z2934889-Otley Parish Council
Other		

* the actual cost incurred by the public authority