



Guide to information available from Haddenham Parish Council under the model publication scheme

Reviewed at Full Council 12th January 2025
Next review January 2027 unless there is new legislation

This guidance gives examples of the kinds of information that the Parish Councils provides in order to meet its commitments under the model publication scheme.

The guidance is not meant to give an exhaustive list of everything that is covered by the publication scheme. The legal commitment is to the model publication scheme, and the parish council looks 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)		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	email hard copy website	10p/sheet (B/W)
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	email hard copy noticeboard website	10p/sheet (B/W)
Location of main Council office and accessibility details	email hard copy noticeboard website	10p/sheet (B/W)
Staffing structure	email hard copy website	10p/sheet (B/W)
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		
Statement of accounts and internal audit report in the format included in the Annual Return form	email hard copy website	10p/sheet (B/W)
Finalised budget	email hard copy website	15p/sheet (colour)

Information to be published	How the information can be obtained	Cost
Precept	email hard copy website	15p/sheet (colour)
Borrowing Approval letter	n/a	
All items of expenditure over £500	Email hard copy	
Financial Standing Orders and Regulations	email hard copy website	15p/sheet (colour)
Grants given and received	hard copy	10p/sheet (B/W)
List of current contracts awarded and value of contract	email hard copy website	10p/sheet (B/W)
Members' allowances and expenses	N/A	
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		
Annual governance statement in format included in the Annual Return form	email hard copy website	
Quality status	website	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Parish Plan (current and previous year as a minimum)	email hard copy website	10p/sheet (B/W)

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	email hard copy website	10p/sheet (B/W)
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	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	email hard copy website	10p/sheet (B/W)
Agendas of meetings (as above)	email hard copy website	10p/sheet (B/W)
Minutes of meetings (as above) – excludes material that is properly considered to be exempt from disclosure	email hard copy website	10p/sheet (B/W)
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet (B/W)
Responses to consultation papers	email hard copy website	10p/sheet (B/W)
Responses to planning applications	email hard copy website	10p/sheet (B/W)
Bye-laws	N/A	

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information only.</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	email hard copy website	10p/sheet (B/W)
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> 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) 	email hard copy website	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	email hard copy website	10p/sheet (B/W)

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register including details of public land and buildings assets	email hard copy website	10p/sheet (B/W)
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	email hard copy website	10p/sheet (B/W)
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)	10p/sheet (B/W)
Allotments	hard copy website	10p/sheet (B/W)
Burial grounds and closed churchyards		
Community Centres and village halls		
Parks, playing fields and recreational facilities	hard copy	10p/sheet (B/W)
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet (B/W)

Information to be published	How the information can be obtained	Cost
Bus shelters	Hard copy	10p/sheet (B/W)
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy	10p/sheet (B/W)
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional information Information not itemised on in the lists above	Hard copy Website Email	10p/sheet (B/W)

Contact details:

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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 @ 15p per sheet (colour)	Actual cost
	Postage	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