



Information available from Haddenham Parish Council under the model publication scheme

Resolved by Council November 2016

Review date: November 2020

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".



H A D D E N H A M
Parish Council

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)		
Who's who on the Council and its Committees	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)		



Annual return form and report by auditor	email hard copy website	10p/sheet (B/W)
Finalised budget	email hard copy website	15p/sheet (colour)
Precept	email hard copy website	15p/sheet (colour)
Financial Standing Orders and Regulations	email hard copy website	15p/sheet (colour)
Grants given and received	hard copy	10p/sheet (B/W)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	email hard copy website	10p/sheet (B/W)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	email hard copy website	10p/sheet (B/W)



Class 4 – How we make decisions (Decision making processes and records of decisions)		
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) – n.b. this will exclude information that is properly regarded as private to the meeting.	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)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	email hard copy	10p/sheet (B/W)



Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	website	
Policies and procedures for the provision of services and about the employment of staff: 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	
Information security policy	email hard copy website	10p/sheet (B/W)
Schedule of charges (for the publication of information)	Email noticeboard hard copy website	10p/sheet (B/W)
Class 6 – Lists and Registers		
Assets register	email hard copy website	10p/sheet (B/W)
Register of members' interests	email hard copy website	10p/sheet (B/W)



H A D D E N H A M

Parish Council

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	(hard copy or website; some information may only be available by inspection)	10p/sheet (B/W)
Allotments	hard copy website	10p/sheet (B/W)
Parks, playing fields and recreational facilities	hard copy	10p/sheet (B/W)
Seating, litter bins, memorials and lighting	Hard copy	10p/sheet (B/W)
Bus shelters	Hard copy	10p/sheet (B/W)
Devolved services agreements	Hard copy	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