

# SAPCOTE PARISH COUNCIL

## Scheme of Publication

This policy was adopted by the Parish Council on:	
<b>Date ratified</b>	01.06.23
<b>Minute Reference</b>	159/23
<b>Date of Next review</b>	June 2024
<b>Signed</b>	
<b>Version</b>	Version 2 Updated – April 2023

The Scheme of Publication sets out what kinds of information that the ICO would expect Parish Councils to provide to meet their commitments under the model publication scheme.

The ICO would expect Parish Councils to make the information in this definition document available unless:

- (a) it does not hold the information;
- (b) the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- (c) 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;
- (d) the information is archived, out of date or otherwise inaccessible; or,
- (e) it would be impractical or resource-intensive to prepare the material for routine release.

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. As 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 reuse."

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations, and contacts. This will be current information only	Hard copy Website	10p per A4 sheet Free
Who is who on the Council	Hard copy Website	10p per A4 sheet Free
Contact details for Parish Clerk and Council Members (named contacts <b>where possible</b> with telephone number and email address (if used))	Hard copy website	10p per A4 sheet Free
<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 fiscal year as a minimum	Hard copy Website	10p per A4 sheet Free
Annual return form and report by auditor	Hard copy Website	10p per A4 sheet Free
Finalised consolidated budget	Hard copy Website	10p per A4 sheet Free
Standing Orders	Hard copy Website	10p per A4 sheet Free
Financial Regulations	Hard copy Website	10p per A4 sheet Free
Grants given and received	Hard copy Website	10p per A4 sheet Free
List of current contracts awarded and value of contract	Hard copy Website	10p per A4 sheet Free
Members allowances and expenses – currently none are claimed	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		

Annual report to Parish Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 sheet Free
<b>Class 4 – How we make decisions</b>		
Decisions making processes and records of decision Current and previous council year as a minimum	Hard copy Website	10p per A4 sheet Free
Timetable of Council meetings and Parish meetings	Hard copy Website	10p per A4 sheet Free
Agendas of meetings	Hard copy Website	10p per A4 sheet Free
Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	10p per A4 sheet Free
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies, and procedures for delivering our service and responsibilities Current information only	Hard copy Website	10p per A4 sheet Free
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and subcommittee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Hard copy Website	10p per A4 sheet Free
Policies and procedures for the provision of services and about the employment of staff.	Hard copy Website	10p per A4 sheet Free
Complaints Procedure (including those covering request for information and operating the publication scheme)	Hard copy Website	10p per A4 sheet Free
Data Protection Policy Any other policies	Hard copy Website	10p per A4 sheet Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy Website	10p per A4 sheet Free
Any publicly available register or list (if any are held this should be publicised in most circumstances existing access provisions will suffice)	Hard copy Website	10p per A4 sheet Free

Asset register (updated annually)	Hard copy Website	10p per A4 sheet Free
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)	Hard copy Website	10p per A4 sheet Free
Register of Members' Interests	Hard copy Website	10p per A4 sheet Free
<b>Class 7 The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Hard copy Website	10p per A4 sheet Free

Clerk to the Council

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Website: [www.sapcoteparishcouncil.org.uk](http://www.sapcoteparishcouncil.org.uk)