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# **Publication Scheme v5 for Feb 2022 meeting**

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| **Adopted** | **Feb 2022** |
| **Agenda Reference** | **22/030/FPC** |
| **Review Date** | **February 2023** |

Produced with guidance from the Information Commissioners Office.



Information available from Nash Mills Parish Council under the model publication scheme

Nash Mills Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by Information Commissioner’s Office.

Nash Mills Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed. Nash Mills Parish Council will make the information available unless:

* it does not hold the information;
* the information is exempt under one of the FOIA exemptions or EIR 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* the information is archived, out of date or otherwise inaccessible; or,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.

**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](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/). 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](http://www.ico.org.uk/for_organisations/guidance_index/~/media/documents/library/Freedom_of_Information/Detailed_specialist_guides/datasets-foi-guidance.pdf) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

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| **Information to be published** | **How the information can be obtained** | **Costs apply if hard copies are required. Please see schedule of charges included at the end of this document.** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations, and contacts)  This will be current information only. |  |  |
| Who’s who on the Council and its Committees | Website |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with email addresses and telephone numbers (if used) | Website |  |
| Location of main council office and accessibility details | N/A no office held |  |
| Staffing structure | N/A only a Clerk and 1 warden |  |
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| **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 |  |  |
| Annual return form and report by auditor | Website |  |
| Finalised budget | Website |  |
| Precept | Website |  |
| Borrowing Approval letter | N/A |  |
| Financial Standing Orders and Regulations | Website |  |
| Grants given and received | Website |  |
| List of current contracts awarded and value of contract | Via Clerk if applicable |  |
| Members’ allowances and expenses | Via Clerk if applicable |  |
| CIL Allowances and Expenditure | Website |  |
| **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 |  |  |
| Parish Plan as and when available | Website |  |
| Annual Report to Parish (current and previous year as a minimum) | Website |  |
| Quality status | n/a |  |
| Local charters drawn up in accordance with DCLG guidelines | 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) | Website |  |
| Agendas of meetings (as above) | Website |  |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website |  |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website |  |
| Responses to consultation papers | Via Consulting Authority portal |  |
| Responses to planning applications | Principal Authority Planning portal/website via minutes |  |
| Byelaws | Via Clerk if applicable |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies, and procedures for delivering our services and responsibilities)  Current information only |  |  |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Website |  |
| Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaint’s procedures (including those covering requests for information and operating the publication scheme) | Website |  |
| Information security policy | Being updated for Website |  |
| Records management policies (records retention, destruction, and archive) | Website |  |
| Data protection policies | Website |  |
| Schedule of charges (for the publication of information) | See below |  |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Via Clerk, if applicable |  |
| Assets register | Website |  |
| 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) | Website |  |
| Register of members’ interests | Website via link to DBC Website or via clerk |  |
| Register of gifts and hospitality | Via Clerk |  |
| **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 |  |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities | Website |  |
| Seating, litter bins, clocks, memorials, and lighting | Website/asset list if applicable |  |
| Bus shelters | n/a |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency agreements | n/a |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees) | n/a |  |

**Contact details:**

**The Clerk**

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**Schedule of charges**

This describes how the charges will be arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost\* |
|  | Photocopying @ 20p per sheet (colour) | Actual cost\* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation |

\* The actual cost incurred by the public authority for the whole document request (number of pages x price per copy).