



Twywell Parish Council ICO Publication Scheme (Information Commissioners Office)

Information available from Twywell 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 Twywell Parish 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- the information is archived, out of date or otherwise inaccessible; or,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 (Per Application) |
|---|-------------------------------------|---------------------------|
| Class 1 | | |
| <p>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> | | |
| Who’s who on the Council and its Committees | Hard copy or Website | Per App |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy or Website | Per App |

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|---|----------------------|---------|
| Location of main Council office and accessibility details | Hard copy or Website | Per App |
| Staffing structure | Hard copy or Website | Per App |
| 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 | Hard copy or Website | Per App |
| Finalised budget | Hard copy or Website | Per App |
| Precept | Hard copy or Website | Per App |
| Borrowing Approval letter | Hard copy or Website | Per App |
| Financial Standing Orders and Regulations | Hard copy or Website | Per App |
| Grants given and received | Hard copy or Website | Per App |
| List of current contracts awarded and value of contract | Hard copy or Website | Per App |
| Members' allowances and expenses | Hard copy or Website | Per App |
| 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 (current and previous year as a minimum) | Hard copy or Website | Per App |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy or Website | Per App |

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| Quality status | Hard copy or Website | Per App |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy or Website | Per App |
| 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) | Hard copy or Website | Per App |
| Agendas of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy or Website | Per App |
| Minutes of meetings (Council and any committee/sub-committee meetings and parish meetings) - (this will exclude information that is properly regarded as private to the meeting). | Hard copy or Website | Per App |
| Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting). | Hard copy or Website | Per App |
| Responses to consultation papers | Hard copy or Website | Per App |
| Responses to planning applications | Hard copy or Website | Per App |
| Bye-laws | Hard copy or Website | Per App |
| Class 5 | | |

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| <p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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> | <p>Hard copy or Website</p> | <p>Per App</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy or Website</p> | <p>Per App</p> |
| <p>Information security policy</p> | <p>Hard copy or Website</p> | <p>Per App</p> |

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| Records management policies (records retention, destruction and archive) | Hard copy or Website | Per App |
| Data protection policies | Hard copy or Website | Per App |
| Schedule of charges (for the publication of information) | Hard copy or Website | Per App |
| 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) | Hard copy or website (some information may only be available by inspection) | Per App |
| Assets register | Hard copy or website (some information may only be available by inspection) | Per App |
| 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 or website (some information may only be available by inspection) | Per App |
| Register of members' interests | Hard copy or website (some information may only be available by inspection) | Per App |
| Register of gifts and hospitality | Hard copy or website (some information may only be available by inspection) | Per App |
| Class 7 | | |

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| <p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |
| Allotments | Hard copy or website (some information may only be available by inspection) | Per App |
| Burial grounds and closed churchyards | Hard copy or website (some information may only be available by inspection) | Per App |
| Community centres and village halls | Hard copy or website (some information may only be available by inspection) | Per App |
| Parks, playing fields and recreational facilities | Hard copy or website (some information may only be available by inspection) | Per App |
| Seating, litter bins, clocks, memorials and lighting | Hard copy or website (some information may only be available by inspection) | Per App |
| Bus shelters | Hard copy or website (some information may only be available by inspection) | Per App |
| Markets | Hard copy or website (some information may only be available by inspection) | Per App |
| Public conveniences | Hard copy or website (some information may only be available by inspection) | Per App |

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| Agency agreements | Hard copy or website (some information may only be available by inspection) | Per App |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy or website (some information may only be available by inspection) | Per App |
| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Dependant on request | Per App |
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CONTACT DETAILS:

Clerk to the Twywell Parish Council - Helen Keech

clerk@twywellparishcouncil.co.uk

**2 Gordon Terrace,
Twywell,
Northants,
NN14 3AH**

Mobile - 07960 214820

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 @ (at time of request) per sheet (black & white) | Actual cost - Will be advised on application / per requirement |
| | Photocopying @ (at time of request) per sheet (colour) | Actual cost - Will be advised on application / per requirement |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation |
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| Other costs | | |
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Policy Control Sheet

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| Version: | 01 |
| Approved by: | Twywell Parish Council |
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| Date of next review: | May 2024 |
| Policy Owner: | Clerk - Helen Keech |

| Document History | | | |
|-------------------------|-----------------------|-------------------|--|
| Version | Date of Review | Author | Note of revisions |
| 01 | April 2024 | Clerk - HK | Adopted in Meeting 16.04.2024 (0324.32) |