



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- the information is archived, out of date or otherwise inaccessible; or,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

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

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		

<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>

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		

<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

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

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
Statutory Fee		In accordance with the relevant legislation
Other costs		

Policy Control Sheet

Version:	01
Approved by:	Twywell Parish Council
Date Approved:	April 2024
Date of next review:	May 2025
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)
01	May 2024	Clerk - HK	Re-Adopted in TPC AM 07.05.2024 (0524.49)