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 **PUBLICATION SCHEME**

# SCHEME OF PUBLICATION

The Scheme of Publication sets out what kinds of information that the ICO would expect Parish Councils to provide in order 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:

1. it does not hold the information;
2. the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
3. 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;
4. the information is archived, out of date or otherwise inaccessible; or,
5. 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. 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 reuse”.

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| **Information to be published**  | **How the information can be obtained**  | **Cost**  |
| **Class 1 – Who we are and what we do** Organisational information, structures, locations and contacts This will be current information only  | Hard copyWebsite |  10p per A4 sheet Free  |
| Who’s who on the Council and its Committees   | Council: Hard copy or websiteCouncil: websiteCommittee: Contact the Clerk | 10p per A4 sheet Free  |
| Contact details for Parish Clerk and Council Members (named contacts **where possible** with telephone number and email address (if used)  | Hard copywebsite  | 10p per A4 sheet Free  |

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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  | Hard copyWebsite |  10p per A4 sheet Free  |
| Annual return form and report by auditor  | Hard copyWebsite  | 10p per A4 sheet Free  |
| Finalised consolidated budget  | Hard copyWebsite | 10p per A4 sheet Free  |
| Standing Orders  | Hard copyWebsite  | 10p per A4 sheet Free  |
| Financial Regulations  | Hard copyWebsite  | 10p per A4 sheet Free  |
| Grants given and received  | Hard copyWebsite  | 10p per A4 sheet Free  |
| List of current contracts awarded and value of contract | Hard copyWebsite  | 10p per A4 sheet Free  |

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| Members allowances and expenses – currently none are claimed  |  Not applicable |   |
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| **Class 3 – What our priorities are and how we are doing** |   |   |
| Annual report to Parish Meeting (current and previous year as a minimum)  | Hard copyWebsite  | 10p per A4 sheet Free  |
| **Class 4 – How we make decisions** Decisions making processes and records of decision  Current and previous council year as a minimum  |  Hard copyWebsite |  10p per A4 sheet Free |
| Timetable of meetings (Council and any committee/sub committee meetings and Parish meetings | Hard copyWebsite | 10p per A4 sheet Free  |
| Agendas of meetings  | Hard copyWebsite | 10p per A4 sheet Free |
| Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting)  | Hard copyWebsite  | 10p per A4 sheet Free  |

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| Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting)  | Hard copy Website   | 10p per A4 sheet Free  |
| Responses to consultation papers  | Hard copy or Website  | 10p per A4 sheet Free  |
| Responses to Planning applications  | Hard copyWebsite  | 10p per A4 sheet Free  |
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| **Class 5 – Our policies and procedures** Current written protocols, policies and procedures for delivering our service and responsibilities  Current information only  |  Hard copyWebsite   |  10p per A4 sheet Free  |
| 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  | Hard copyWebsite   | 10p per A4 sheet Free  |
| Policies and procedures for the provision of services and about the employment of staff.  | Hard copyWebsite  | 10p per A4 sheet Free  |

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| Complaints Procedure (including those covering request for information and operating the publication scheme) | Hard copyWebsite  | 10p per A4 sheet Free  |
| Data Protection Policy Any other policies | Hard copyWebsite  | 10p per A4 sheet Free  |
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| **Class 6 – Lists and Registers** Currently maintained lists and registers only  | Hard copyWebsite |  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 copyWebsite   | 10p per A4 sheet Free  |
| Assets register (updated annually)  | Hard copyWebsite  | 10p per A4 sheet Free  |

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| 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 copyWebsite   | 10p per A4 sheet Free  |
| Register of Members’ Interests  | Hard copyWebsite  | 10p per A4 sheet Free  |
| Register of gifts and hospitality  | Hard copyWebsite  | 10p per A4 sheet Free  |
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| **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  | Hard copyWebsite   |  10p per A4 sheet Free  |

This document is available free online at https://north-kelsey.parish.lincolnshire.gov.uk

In accordance with the Parish Council’s Publication Scheme this document can be purchased for 10p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

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