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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 the information is archived, out of date or otherwise inaccessible; or,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 copy  Website | 10p per A4 sheet  Free |
| Who’s who on the Council and its Committees | Council: Hard copy or website  Council: website  Committee: 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 copy  website | 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 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 |

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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 copy  Website | 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 copy  Website | 10p per A4 sheet  Free |
| Timetable of meetings (Council and any committee/sub committee 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 |

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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 copy  Website | 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 copy  Website | 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 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 |

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| 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 |
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| **Class 6 – Lists and Registers**  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 |
| Assets register (updated annually) | Hard copy  Website | 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 copy  Website | 10p per A4 sheet  Free |
| Register of Members’ Interests | Hard copy  Website | 10p per A4 sheet  Free |
| Register of gifts and hospitality | Hard copy  Website | 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 copy  Website | 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.

**North Kelsey Parish Council**

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