



Stapleford Abbots Parish Council

MODEL PUBLICATION SCHEME POLICY

Version: 1.3

June 2023

A Scope

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

B Confidential Notice & Intellectual Property

This document and the information contained therein is the property of Stapleford Abbots Parish Council. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent, in writing, by the Council.

C Document Details

Policy	<i>Standing Orders</i>
Policy Statement	<i>This document sets out a Model Publication Scheme Policy to use by Stapleford Abbots PC</i>
Version Number	<i>1.3</i>
Version Date	<i>01/06/2023</i>
Review Date	<i>01/04/2024</i>
Author	<i>SAPC</i>
Responsible Owner	<i>Stapleford Abbots Parish Council</i>
Approving Body	<i>Stapleford Abbots Parish Council</i>

D Revision History

Version	Revision Date	Details of Changes	Author
1.0	05/11/2019	First version	SAPC
1.1	01/06/2021	Second version	SAPC
1.2	01/06/2022	Third version	SAPC
1.3	01/06/2023	Current version	SAPC

E Freedom of Information

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbotts Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

F Accessibility

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

G Dissemination

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbotts Parish Councillors will have the overall responsibility for implementing the policy.

H Review

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbotts Parish Council.

Information available from Stapleford Abbotts Parish Council under the Model Publication Scheme from the ICO

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 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
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p>		
Who's who on the Council and its Committees	Website, hard copy, word of mouth	NA
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, word of mouth, EFDC	NA
Location of main Council office and accessibility details	Website, hard copy, word of mouth	NA
Staffing structure	Website, hard copy, word of mouth	NA
<p>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</p>		
Annual return form and report by auditor	Website, hard copy, word of mouth	NA
Finalised budget	Website, hard copy, word of mouth	NA
Precept	Website, hard copy, word of mouth, EFDC	NA
Borrowing Approval letter	TBA	NA
Financial Standing Orders and Regulations	Website, hard copy, word of mouth	NA
Grants given and received	TBA	NA

List of current contracts awarded and value of contract	TBA	NA
Members' allowances and expenses	TBA	NA
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)	TBA	NA
Annual Report to Parish Meeting (current and previous year as a minimum)	Website, hard copy, word of mouth	NA
Quality status	TBA	NA
Local charters drawn up in accordance with DCLG guidelines	TBA	NA
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, hard copy, word of mouth	NA
Agendas of meetings (as above)	Website, hard copy	NA
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	NA

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	NA
Responses to consultation papers	Website, hard copy	NA
Responses to planning applications	Website, hard copy, EFDC	NA
Bye-laws	Website, hard copy	NA
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, hard copy	NA

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website, hard copy	NA
Information security policy	Website, hard copy	NA
Records management policies (records retention, destruction and archive)	Website, hard copy	NA
Data protection policies	Website, hard copy	NA
Schedule of charges (for the publication of information)	Website, hard copy	NA
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)	Website, hard copy	NA
Assets register	Website, hard copy	NA
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)	TBA	NA
Register of members' interests	Website, hard copy,	NA

	EFDC	
Register of gifts and hospitality	TBA	NA
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	Website, hard copy	Varies
Burial grounds and closed churchyards	NA	NA
Community centres and village halls	NA	NA
Parks, playing fields and recreational facilities	NA	NA
Seating, litter bins, clocks, memorials and lighting	TBA	NA
Bus shelters	Website, hard copy	NA
Markets	NA	NA

Public conveniences	NA	NA
Agency agreements	NA	NA
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	NA	NA
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: The Clerk, staplefordabbottsparishcouncil@gmail.com

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 @ ..10p per sheet (black & white)	Actual cost *
	Photocopying @ ..20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority