

## **Goodworth Clatford Parish Council**

### **Publication Scheme (Section 20 of the Freedom of Information Act 2000)**

This scheme sets out the types of information that Goodworth Clatford Parish Council will provide in order to meet their commitments under the publication scheme and legislation.

The Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or, • it would be impractical or resource-intensive to prepare the material for routine release.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 Parish Council legal commitment is to the publication scheme and the Parish Council seeks to provide as much information as possible on a routine basis.

#### **Publishing datasets for re-use**

The Parish Council is required to publish under its publication scheme any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable, it must be published 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><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted</p>	<p><b>All available information mentioned below can be obtained from the Parish Clerk by email, post, in person by way of an appointment or from the Parish Council website address: <a href="http://www.GoodworthClatfordParishCouncil.org.uk">www.Goodworth Clatford Parish Council.org.uk</a></b></p>	<p><b>10p per b&amp;w page, 25p per coloured page and pp at 2nd class rate</b></p>
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Current and previous financial year as a minimum		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		

Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (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)	<b>The Parish Council does not have a Parish Plan</b>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum).		
Quality status	<b>The Parish Council is not a Quality Council</b>	
Local charters drawn up in accordance with DCLG guidelines	<b>The Parish Council does not have any local charters</b>	
<b>Class 4 – How we make decisions</b> (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)		

Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<b>Available from the Parish Council's Office at the home of the Parish Clerk</b>	
Responses to consultation papers	<b>Available from the Parish Council's office at the home of the Parish Clerk</b>	
Responses to planning applications		
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (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		
Policies and procedures for the provision of services and about the employment of staff:  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)		
Data Protection policy		
Records management policies (records retention, destruction and archive)		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>	<b>(some information may only be available by inspection)</b>	
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)		
Assets register		
Register of members' interests	<b>Available on the Parish Council Website</b>	
Register of gifts and hospitality	<b>The Parish Council does not operate this</b>	
<b>Class 7 – The services we offer</b>	<b>(some information may only be available by inspection)</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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