

HOLFORD PARISH COUNCIL

Information available from Holford Parish Council under the model publication scheme.

This guidance gives examples of the kinds of information that Holford Parish Council is able to provide in order to meet our commitments under the model publication scheme. Holford Parish Council is expected 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- the information is archived, out of date or otherwise inaccessible, or,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.

Holford Parish Council commits to look to provide as much information as possible on a routine basis.

Publishing Data-sets 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”.

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Information to be Published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts).</p> <p>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>		
Who’s who on the Council and its Committees	Website Hard Copy	Free 50p per sheet
Contact details for Parish Clerk and Council Members. (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 50p per sheet
Location of Main Council Office	Not applicable	N/A
Staffing Structure		
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard Copy	Free 50p per sheet
Finalised budget	Website Hard Copy	Free 50p per sheet
Precept	Website Hard Copy	Free 50p per sheet
Borrowing – Loan Agreement	Website Hard Copy	50p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 50p per sheet
Grants given and received	Website	Free

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	Hard Copy	50p per sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 50p per sheet
Members' allowances and expenses	Not Applicable	
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)	Website Hard Copy	Free 50p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 50p per sheet
Quality status	Website Hard Copy	Free 50p per sheet
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	Free 50p per sheet
Agendas of meetings	Website Hard Copy	Free 50p per sheet
Minutes of meetings - n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 50p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 50p per sheet
Responses to consultation papers	Website Hard Copy	Free 50p per sheet
Responses to planning applications	Website Hard Copy	Free 50p per sheet

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Bye-laws	Website Hard Copy	Free 50p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only Website Hard Copy Free 10p a copy		
Policies and procedures for the conduct of council business	Website Hard Copy	Free 50p per sheet
Holford Parish Council Procedural standing orders	Website Hard Copy	Free 50p per sheet
Committee and sub-committee terms of reference – Currently Holford Parish Council do not have any Committees or sub committees.	Website Hard Copy	Free 50p per sheet
Delegated authority in respect of officers	Website Hard Copy	Free 50p per sheet
Code of Conduct	Website Hard Copy	Free 50p per sheet
Policy statements	Website Hard Copy	Free 50p per sheet
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 - tba Health and safety policy - tba Recruitment policies (including current vacancies) - tba	Website Hard Copy	Free 50p per sheet
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 50p per sheet
Information security policy	Website Hard Copy	Free 50p per sheet
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 50p per sheet
Data protection policy	Website Hard Copy	Free 50p per sheet

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Schedule of charges (for the publication of information)	Website Hard Copy	Free 50p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only. n.b. some information may only be available by inspection.		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets register	Website Hard Copy	Free 50p per sheet
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)	Inspection	
Register of members' interests	Inspection	
Register of gifts and hospitality	Inspection	
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 n.b. some information may only be available by inspection.		
Allotments	Not Applicable	
Parks, playing fields and recreational facilities	See Asset Register	
Seating, litter bins, clocks, memorials and lighting	See Asset Register	
Bus shelters	Not Applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		