



Information available from Houghton and Wyton Parish Council under the model publication scheme

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/Community 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- the information is archived, out of date or otherwise inaccessible; or,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
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(website) Who does what page. Parish Council section.	

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Council Members page	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Contact the Clerk page	
Location of main Council office and accessibility details	Contact the Clerk page	
Staffing structure		
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 available to view in office and on website under Document Library	
Annual return form and report by auditor	Financial Reports & Policies	
Finalised budget	Financial Reports & Policies	
Precept	Financial Reports & Policies	
Borrowing Approval letter	Financial Reports & Policies	
Financial Standing Orders and Regulations	Financial Reports & Policies	
Grants given and received	Financial Reports & Policies	
List of current contracts awarded and value of contract	Financial Reports & Policies	
Members' allowances and expenses	Financial Reports & Policies	
Class 3 – What our priorities are and how we are doing	hard copy available to view in office and on website under Document	

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Library	
Parish Plan (current and previous year as a minimum)	Neighbourhood Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Biennial Report	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	None	
Financial and other risk assessment – annual register	PC papers and Reports	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, Notice Boards	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website - Minutes Library	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Minutes of PC meetings and attachments	
Responses to consultation papers	Minutes of PC meetings	
Responses to planning applications	Minutes of PC meetings	
Bye-laws	none	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy available to view in office and on website under Document Library	
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	Document Library – Guidance and Regulations	
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)	Document Library - Policies and Procedures	
Information security policy		

Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	See at the end of this document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; 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)		
Assets register	PC Papers and & Reports	
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)	Not currently held.	
Register of members' interests	Parish Clerk	
Register of gifts and hospitality	Parish Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Currently none	
Burial grounds and closed churchyards	Application Forms and Cemetery	
Community centres and village halls	How To – Memorial Hall and	

	Pavilion	
Parks, playing fields and recreational facilities	Playing Field, children's play area, Bowls green, tennis courts - see Leisure Activities etc. on Website under Visit the Parish.	
Seating, litter bins, clocks, memorials and lighting	Clock Tower, Potto Brown Statue, bins on playing field.	
Bus shelters	A1123 * 2, St Ives Road *1	
	Huntingdon Road * 1	
Agency agreements	none	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Application Forms and Cemetery	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Emergency contacts	Website – Emergency Contacts page	
Flooding advice, contacts and action plan	Advice see above and website Document Library - PC Papers & Reports	

Contact details:

The Parish Clerk: Miss Lois Dale

Post

Parish Clerk Houghton & Wyton Parish Council
St Mary's Centre, Chapel Lane, Houghton, Huntingdon, PE28 2AY

Telephone :

(01480) 467209 07717 739 990

email :

clerk@houghtonwytonpc.co.uk

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 @ 5p per sheet (black & white)	Actual cost * ??
	Photocopying @ 10p per sheet (colour)	Actual cost ???
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	???? see ICO	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority