**TREETON**

**PARISH COUNCIL**

**Information Commissioner’s Office model publication scheme**

Adopted Date: October 2020

Reviewed: 25th.September 2023

Reviewed due: September 2025

**Information available from Treeton Parish Council under the model Information Commissioner’s Office publication scheme**

This table describes the kinds of information that the ICO expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO expects Parish Councils to make the information in the ICO Model publication scheme 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* the information is archived, out of date or otherwise inaccessible; or,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 from the ICO is that this is not meant to be 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**

The ICO also requires public authorities to 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 license. 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 License](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/)

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified license’ are defined in section 19(8) of FOIA. The ICO has published [guidance](http://www.ico.org.uk/for_organisations/guidance_index/%7E/media/documents/library/Freedom_of_Information/Detailed_specialist_guides/datasets-foi-guidance.pdf) 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** |
| **Class1 - Who we are and what we do**  Organisational information, structures, locations and contacts. This will be current information only. | |
| Who’s who on the Council and its Committees | Website& hard copy in quarterly newsletter |
| Contact details for Parish Clerk and Council members, named contacts where possible  with telephone number and email address | Website & hard copy in quarterly newsletter |
| Location of main Council office and accessibility details | Website |
| Staffing structure | Website & hard copy in quarterly newsletter |
| **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 | |
| Annual return form and report by auditor | Website |
| Finalised budget | Website |
| Precept | Website |
| Borrowing Approval letter | Not applicable there is no borrowing |
| Financial Standing Orders and Regulations | Website |
| Grants given and received | Website |
| List of current contracts awarded and value of contract | Website & hard copy from Clerk |
| Members’ allowances and expenses | Non routinely paid, any that are paid would be published on the website |
| **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) |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website |
| Quality status | Not applicable |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable |
| **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 | Website |
| Agendas of meetings (as above) | Website |
| Minutes of meetings (as above). This will exclude information that is properly regarded as  confidential to the meeting | Website |
| Reports presented to council meetings. This will exclude information that is properly regarded as confidential to the meeting. | Website |
| Responses to consultation papers | Website |
| Responses to planning applications | Website |
| Bye-laws | Not applicable, non passed by the Parish Council |
| **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 |
| 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) | Website |
| Information security policy | Website |
| Records management policies: records retention, destruction and archive | Website |
| Data protection policies | Website |
| Schedule of charges for the publication of information | Website |
| **Class 6 – Lists and Registers**  Any publicly available register or list, if any are held this should be publicised. Currently maintained lists and registers only | |
| Assets register | On request from the Clerk |
| 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 | On request from the Clerk |
| Register of members’ interests | Website |
| Register of gifts and hospitality | On request from the Clerk. |
| **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 | On request from the Clerk |
| Burial grounds and closed churchyards |  |
| Community centres and village halls | Website & on request from the Clerk |
| Parks, playing fields and recreational facilities | On request from the Clerk |
| Seating, litter bins, clocks, memorials and lighting | On request from the Clerk |
| Bus shelters | Not applicable |
| Markets | Not applicable |
| Public conveniences | Not applicable |
| Agency Agreements | On request from the Clerk |
| Services for which the council is entitled to recover a fee, together with those fees e.g. burial fees | On request from the Clerk |
| **Additional Information**  Information that is not itemised in the lists above |  |
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**Schedule of Charges**

**Disbursement costs**

Photocopying @ 5p per sheet (black & white) Basis of charge is estimate of cost

Photocopying @ 10p per sheet (colour) Basis of charge is estimate of cost

Postage Actual cost of 2nd class Royal Mail

**Statutory Fee** In accordance with guidance.

**Contact Information**

Clerk to the Council

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Hoyland

Barnsley

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