

Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You 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- the information is archived, out of date or otherwise inaccessible; or,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.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you 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 you are the only owner, you 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 [2018 section 45 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 Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Leigh and Bransford Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	<p>Printing only for hard copy</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Web site</p>	<p>Nil</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Web site and hard copy</p>	<p>Printing costs only</p>
<p>Location of main Council office and accessibility details</p>	<p>No Administrative office but meetings are held at Leigh and Bransford Memorial Hall Details on website</p>	<p>Nil</p>
<p>Staffing structure</p>	<p>Clerk only – see website</p>	

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information including Budgets Financial Statements Monthly Payment schedules</p>	(hard copy or website)	Printing costs only
Statement of accounts and internal audit report in the format included in the Annual Return form Annual Return form in full	Hard copy or website	Printing costs only
Finalised budget	Hard copy or website	Printing costs only
Precept	Included in budget	As above
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	Hard copy or website	Printing costs
Financial Standing Orders and Regulations	Hard copy or website	Printing costs
Grants given and received	In Minutes – hard copy or website	Printing costs
List of current contracts awarded and value of contract	Not applicable 25/26	
Members’ allowances and expenses	Not applicable 25/26	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy and website	Printing costs

Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Annual Meeting minutes – hard copy or website	Printing costs only
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC’s guidelines	Not applicable	
Data Protection Privacy Statement Health & Safety Policy	Hard copy or Website	Printing costs only
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and noticeboard, hard copy available	Printing costs only
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – material that is properly considered to be exempt from disclosure is excluded	Website and hard copy	Printing costs only
Reports presented to council meetings – material that is properly considered to be exempt from disclosure is excluded	Website and hard copy	Printing costs only
Responses to consultation papers	In minutes on website or hard copy	Printing costs only
Responses to planning applications	As above	As above
Bye-laws	Hard copy only	Printing costs only

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Hard copy and website</p>	<p>Printing costs only</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Not available Website and hard copy</p> <p>Not available Website and hard copy</p>	<p>Printing costs only</p>
<p>Records management, personal data and access to information policies</p> <p>Privacy Policy</p>	<p>Website and Hard Copy</p>	<p>Printing costs only</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>hard copy or website; some information may only be available by inspection</p>	

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Hard copy and website	Printing costs only
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Hard copy only – redacted as necessary	Printing costs
Register of members’ interests	Through Malvern Hill DC Website – link on parish council website	Nil
Register of gifts and hospitality	As above	Nil
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)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	Staff time
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website	Nil
Seating, litter bins, clocks, memorials and lighting	Hard copy only	Printing costs
Bus shelters	As above	As above
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	Printing costs
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website and hard copy	Nil
Additional Information		

Information not itemised in the lists above	None	

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 @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	Staff costs @ £20 per hour	

* the actual cost incurred