

Information available from ……. Town/Community Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Town/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Town/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* the information is archived, out of date or otherwise inaccessible; or,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 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 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** |
| **Class1 - Who we are and what we do**  (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. | (hard copy or website; some information may only be available by inspection) |  |
| Who’s who on the Council and its Committees | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Location of main Council office and accessibility details | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Staffing structure | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |

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| **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 or website; some information may only be available by inspection) |  |
| Annual return form and report by auditor | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Finalised budget | Web site (via minutes)  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Precept | Web site (via minutes)  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Borrowing Approval letter | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Financial Standing Orders and Regulations | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Grants given and received | Web site (via minutes)  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| List of current contracts awarded and value of contract | Web site (via minutes)  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Members’ allowances and expenses | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
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| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Town Place Plan (Wales) | Being created 2023 |  |
| Annual Report – From April 2022 | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
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| **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; some information may only be available by inspection) |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings) | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Agendas of meetings (as above) | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Responses to consultation papers | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Responses to planning applications | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Bye-laws - NONE |  |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website; some information may only be available by inspection) |  |
| 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 | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |

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| 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) | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Information security policy | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Records management policies (records retention, destruction and archive) | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Data protection policies | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Schedule of charges (for the publication of information) | By request to the Town Clerk (email /telephone /post | Free |
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| **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) | None |  |
| Assets register | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town/Community councils) | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
| Register of members’ interests | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Register of gifts and hospitality | Hard copies by request from the Town Clerk by telephone, post or email | Hard Copy – see ‘Schedule of Charges’ |
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| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | None |  |
| Burial grounds and closed churchyards | None |  |
| Community centres | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Parks, playing fields and recreational facilities | Web site.  Hard copies by request from the Town Clerk by telephone, post or email | Website – Free  Hard Copy – see ‘Schedule of Charges’ |
| Seating, litter bins, clocks, memorials and lighting | None |  |
| Bus shelters | None |  |
| Markets | None |  |
| Public conveniences | None |  |
| Agency agreements | None |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | None |  |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

# SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 0.003p  per sheet (black & white) | Actual cost \* |
|  | Photocopying @0.031p per sheet (colour) | Actual cost \* |
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|  | Postage | Actual cost of Royal  Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant  legislation (quote the actual statute) |
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| **Other** |  |  |
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\* the actual cost incurred by the public authority