

## Information available from Byfield Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that Byfield Parish Council is able to provide in order to meet our commitments under the model publication scheme.

Byfield 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- the information is archived, out of date or otherwise inaccessible; or,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. Byfield Parish Council commits to 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".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy or website	20p per printed sheet, or free if viewed online or via noticeboards.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or website	20p per printed sheet, or free if viewed online

		or via noticeboards.
Location of main Council office	Hard copy or website	20p per printed sheet, or free if viewed online or via noticeboards.
Staffing structure	Hard copy or website	20p per printed sheet, or free if viewed online or via noticeboards.
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy from The Clerk	20p per printed sheet. Free via Noticeboards.
Finalised budget	Hard copy from The Clerk	20p per printed sheet.
Precept	Hard copy from The Clerk	20p per printed sheet.
Borrowing Approval letter	Hard copy from The Clerk	20p per printed sheet.
Financial Standing Orders and Regulations	Hard copy from The Clerk	20p per printed sheet.
Grants given and received	Hard copy from The Clerk	20p per printed sheet.
List of current contracts awarded and value of contract	Hard copy from The	20p per printed

	Clerk	sheet.
Members' allowances and expenses	Hard copy from The Clerk	20p per printed sheet.
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from The Clerk	20p per printed sheet.
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online.
Agendas of meetings (as above)	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online or via noticeboards.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online or via noticeboards.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from The Clerk, village	20p per printed sheet, or free if

	noticeboards and website and social media	viewed online or via noticeboards.
Responses to consultation papers	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online or via noticeboards.
Responses to planning applications	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online or via noticeboards.
Bye-laws	Hard copy from The Clerk, village noticeboards and website and social media	20p per printed sheet, or free if viewed online or via noticeboards.
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy from The Clerk	20p per printed sheet.

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 copy from The Clerk	20p per printed sheet.
Information security policy	Hard copy from The Clerk	20p per printed sheet.
Records management policies (records retention, destruction and archive)	Hard copy from The Clerk	20p per printed sheet.
Data protection policies	Hard copy from The Clerk	20p per printed sheet.
Schedule of charges (for the publication of information)	Hard copy from The Clerk	20p per printed sheet.
<b>Class 6 – Lists and Registers</b>		

Currently maintained lists and registers only		
Assets register	Hard copy or website	20p per printed sheet, or free if viewed online.
Record of members' interests declared at meetings	Included on Meeting Minutes – hard copy or website	To be arranged with DDC, or free if viewed online.
Register of members' interests	Can be viewed at Daventry District Council.	20p per printed sheet, or free if viewed online.
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Hard copy from The Clerk	20p per printed sheet.
Burial grounds and closed churchyards	Hard copy from The Clerk	20p per printed sheet.
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from The Clerk	20p per printed sheet.

<b>Additional Information</b> An opportunity to publish information that is not itemised in the lists above		





## **Contact details:**

Clerk:

Mrs Angela Weller  
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Byfield  
Daventry  
Northamptonshire  
NN11 6XN

Tel - 01327 260022

Email - [clerk@byfield-pc.gov.uk](mailto:clerk@byfield-pc.gov.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Fee based on time and materials.
	Photocopying @ 20p per sheet (colour)	Fee based on time and materials.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

