

## Information available from Steyning Parish Council under the model publication scheme (following the Information Commissioner's Office model).

This guidance gives examples of the kinds of information that the ICO would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO would expect Parish 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- the information is archived, out of date or otherwise inaccessible; or,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”.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Hard copy or</p> <p>Website www.steyningpc.gov.uk</p>	<p>6p per A4 Sheet</p> <p>Free</p>
Who’s who on the Council and its Committees	<p>Hard copy or</p> <p>Website www.steyningpc.gov.uk</p>	<p>6p per A4 Sheet</p> <p>Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Hard copy or</p> <p>Website www.steyningpc.gov.uk</p>	<p>6p per A4 Sheet</p> <p>Free</p>
Location of main Council office and accessibility details	Hard copy or	6p per A4 Sheet

	Website www.steyningpc.gov.uk	Free
Parish Clerk and Deputy Clerk:	Hard copy or  Website www.steyningpc.gov.uk	6p per A4 Sheet  Free
Parish Council Office	Hard copy or  Website www.steyningpc.gov.uk	6p per A4 Sheet  Free
Staffing structure:	N/A	
<b>Class 2 – What we spend and how we spend it</b> (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 www.steyningpc.gov.uk	6p per A4 Sheet  Free
Annual return form and report by auditor	As above	
Finalised consolidated budget	As above	
Standing Orders	As above	
Financial Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract		
Members' allowances and expenses – currently none are claimed.	N/A	
<b>Class 3 – What our priorities are and how we are doing</b>	Hard copy or	6p per A4

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website <a href="http://www.steyningpc.gov.uk">www.steyningpc.gov.uk</a>	Sheet Free
Annual Report to Parish Meeting (current and previous year as a minimum)	As above	
Local Council Award Scheme	As above	
Steyning Parish Council Business Plan (currently in draft)		
<b>Class 4 – How we make decisions</b> (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 and parish meetings)	Hard copy or Website <a href="http://www.steyningpc.gov.uk">www.steyningpc.gov.uk</a>	6p per A4 Sheet Free
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.	As above	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	
Responses to consultation papers	Hard Copy	6p per A4 Sheet
Responses to planning applications	Hard Copy HDC Website	6p per A4 Sheet

Bye-laws ( following correction of an historic error)	Hard Copy	6p per A4 Sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy or  Website <a href="http://www.steyningpc.gov.uk">www.steyningpc.gov.uk</a>	6p per A4 Sheet  Free
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	As above	
Policies and procedures for the provision of services and about the employment of staff: Equality & Diversity policy Health & 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) Business Plan (when drafted and agreed by Full Council)	As above	
Information security policy	As above	

Records management policies (records retention, destruction and archive)	As above	
Data protection policies	As above	
Schedule of charges (for the publication of information)	As above	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register (updated annually)	Hard copy or  Website <a href="http://www.steyningpc.gov.uk">www.steyningpc.gov.uk</a>	6p per A4 Sheet  Free
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)	As above	
Register of members' interests	As above	
Register of gifts and hospitality	As above	
<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)  Current information only	Hard copy or  Website <a href="http://www.steyningpc.gov.uk">www.steyningpc.gov.uk</a>	6p per A4 Sheet  Free
Allotments	As above	
Steyning Centre	As above	

Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	As above	
Public conveniences	As above	
Agency agreements	As above	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Clerk, Steyning Parish Clerk

E-mail: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)

Phone: 01903 812042

Website: [www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 6p per single sided sheet (black & white)	Actual cost 6p*
	Photocopying @ 10p per single sided sheet (colour)	Actual cost 10p*
	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>		

\* the actual cost incurred by the public authority

Adopted by Steyning Parish Council at the meeting on 15<sup>th</sup> May 17