



## BARTON UNDER NEEDWOOD PARISH COUNCIL GUIDE TO PUBLICATION SCHEME

Freedom of Information Act 2000 (FOIA)  
Adopted by Full Council on ...5 December 2019  
Next Review Date .....6 May 2021.....

# Information available from Barton under Needwood Parish Council under the Information Commissioner's Office model publication scheme

This guidance gives examples of the kinds of information that Barton under Needwood Parish Council will provide in order to meet its commitments under the model publication scheme 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- the information is archived, out of date or otherwise inaccessible; or,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 the Parish Council will 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>Key</b> W= Website; HC = Hard copy; NB = Noticeboards NL = Newsletters E = Email copy	<b>Cost</b> (For the supply of Hard Copies only, cost per sheet A4) + postage & packaging
<b>Class1 - Who we are and what we do</b> Background to the Parish Council and activities	W; HC; E	0.10p
Committee Structure including which Councillors sit on which committees and Special Responsibilities	W; HC; E	0.10p
Contact details for Parish Clerk and Council members	W; HC; E; NB	Nil
Location of main Council office and accessibility details	W; HC; E; NB; NL	Nil

<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor – going back 5 years	W; HC; E	
Finalised budget (attached to Minutes)	W; HC; E	0.10p
Precept (attached to Minutes)	W; HC; E	0.10p
Financial Standing Orders and Regulations	W; HC; E	0.10p
Grants given and received (attached to Minutes and Annual Report)	W; HC; E	0.10p
S.137 payments – breakdown in Annual Report	W; HC; E	0.10p
Borrowing approval letters current (not applicable)	W; HC; E	0.10p
List of current contracts awarded and value of contract (attached to Minutes)	W; HC; E	0.10p
Members’ allowances and expenses (none paid)	W; HC; E	0.10p
Schedule of payments (attached to Minutes)	W; HC; E	0.10p
<b>Class 3 – What our priorities are and how we are doing</b>		
Action Plan	W; HC; E	0.10p
Parish Plan (current and previous year as a minimum) – not applicable	W; HC; E	0.10p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	W; HC; E and available at Annual Parish Meeting	0.10p
Quality status- not applicable	W; HC; E	0.10p
<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)	W; HC; E; NB	0.10p
Agendas of meetings (as above)	W; HC; E; NB	0.10p

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	W; HC; E	0.10p
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	W; HC; E	0.10p
Responses to consultation papers	W; HC; E	0.10p
Responses to planning applications	W; HC; E	0.10p
Bye-laws where applicable	W; HC; E	0.10p
<b>Class 5 – Our policies and procedures</b> (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	W; HC; E	0.10p
Committee and sub-committee terms of reference	W; HC; E	0.10p
Delegated authority in respect of officers	W; HC; E	0.10p
Code of Conduct	W; HC; E	0.10p
Policy statements	W; HC; E	0.10p
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 (currently in draft form)		
Health and safety policy	W; HC; E	0.10p
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information – publication scheme and guidance	W; HC; E W; HC; E	0.10p 0.10p
Complaints procedures (including those covering requests for information and operating the publication scheme)	W; HC; E	0.10p
	W; HC; E	0.10p
Information security policy		
Records management policies (records retention, destruction and archive) – currently in draft	W; HC; E	0.10p
Data protection policies	W; HC; E	0.10p
Schedule of charges (for the publication of information)	W; HC; E	0.10p
<b>Class 6 – Lists and Registers</b>	W; HC some information may only be available by inspection	
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)	W; HC; E	0.10p
Assets register	W; HC; E	0.10p
Members Declarations of Acceptance of Office	W; HC; E	0.10p
Register of members' interests	W; HC; E	0.10p
Register of gifts and hospitality – not applicable	W; HC; E	0.10p
<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	(W; HC some information may only be available by inspection)	
Allotments	W; HC; E; letters	0.10p
Burial ground	W; HC; E; NB; Funeral Directors	0.10p
Village hall and Car Park	W; HC; E	0.10p
Parks, playing fields and recreational facilities	W; HC; E; NB	0.10p
Seating, litter bins, clocks, memorials and lighting	HC	0.10p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	W; HC; E; NB	0.10p
Fishpond Rules and Regulations	W; HC; E; NB; Newsagent; Bailiffs	0.10p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		
Emails, handwritten notes, recordings of telephone conversations, photos, plans, maps, audio, video or CCTV recordings, correspondence	HC; E	

## Schedule of Charges

Copies of documents on our Website are downloadable free of charge. Disbursements for hard copies incur a photocopying charge of 10p per A4 sheet (black and white) or 20p per sheet A4 (colour copy). Postage charges are incurred at current Royal Mail 2<sup>nd</sup> Class postage rates. Costs are payable before the information is provided.

### **Contact details:**

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