



Information available from Pilning & Severn Beach Parish/Community Council under the model publication scheme

Pilning & Severn Beach Parish Council adopted the Information Commissioner's Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Parish Council.

We would expect Parish/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- the information is archived, out of date or otherwise inaccessible; or,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 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website	Nil
Who's who on the Council and its Committees	Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil

Staffing structure	Hardcopy	Nil
<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	Website/ Hardcopy	Nil
Annual return form and report by auditor	Website/ Hardcopy	Nil
Finalised budget	Website/ Hardcopy	Nil
Precept	Website/ Hardcopy	Nil
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website/ Hardcopy	Nil
Grants given and received	Website/ Hardcopy	Nil
List of current contracts awarded and value of contract	Website/ Hardcopy	Nil
Members' allowances and expenses	Website/ Hardcopy	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Hard copy	10p per sheet
Parish Plan (current and previous year as a minimum)	Hard copy	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b>	Website	Nil

(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)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Responses to consultation papers	Website	Nil
Responses to planning applications	Website	Nil
Bye-laws	Website	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website	Nil
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	Website	Nil
Policies and procedures for the provision of services and about the	Website	Nil

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)		
Information security policy	Website	Nil
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	Website	Nil
Schedule of charges (for the publication of information)	Hard copy	Nil
<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)	Hard copy	Nil
Assets register	Website	Nil
<del>Disclosure log</del> (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy	Nil
Register of gifts and hospitality	Website	Nil
<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		
Allotments	Website	Nil
Burial grounds and closed churchyards	Website	Nil
Community centres and village halls	Website	Nil
Parks, playing fields and recreational facilities	Website	Nil
Seating, litter bins, clocks, memorials and lighting	Website	Nil
Bus shelters	Website	Nil
Markets		
Public conveniences	Website	Nil
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:****Jonathan Edwardes (Clerk)****A: 6 Vicarage Road, Pilning, Bristol BS35 4LN****T: 01454 631499 E: [clerk@pilningsevernbeach-pc.gov.uk](mailto:clerk@pilningsevernbeach-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 @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 12p per sheet (colour)	Actual cost 12p
	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

Last Review date: December 2021

Agreed at Full Council on 4<sup>th</sup> January 2022

Next Review date: December 2022