

Information available from Hawkwell Parish Council under the Information Commissioner's Office Freedom of Information Act model publication scheme

The table below identifies the specific information the ICO expect Parish Councils to provide under each of the seven classes of information set out in the model publication scheme.

The ICO expects Parish Councils to make the information in the ICO Model publication scheme 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- the information is archived, out of date or otherwise inaccessible; or,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 from the ICO is that this is not meant to be 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

The ICO also requires public authorities to 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 License

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified license' 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."

This table covers only information Council currently hold. If Council do not hold some of the information listed below, it will be marked it as 'not held' in the table.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Class 1 - Who we are and what we do	
(Organisational information, structures, locations and contacts) Current information only	Website
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website and in Newsletter

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website and in Newsletter
Location of main Council office and accessibility details	Website
Staffing structure	By contacting the Clerk
Class 2 – What we spend and how we spend it	
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website and/or by contacting the Clerk
Statement of accounts and internal audit report in the format included in the Annual Return form	Website
Finalised budget	Website
Precept	In Newsletter
Borrowing Approval letter	Not held. Not applicable.
All items of expenditure above £100	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website and by contacting the Clerk
List of current contracts awarded and value of contract	By contacting the Clerk
Members' allowances and expenses	Website
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	Website and/or by contacting the Clerk
Annual governance statement in format included in the Annual Return form	Website
Parish Plan	Hardcopy – contact the Clerk
Annual Report to Parish or Community Meeting	Website
Quality status	Not applicable
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	By contacting the Clerk
Class 4 – How we make decisions	
(Decision making processes and records of decisions) Current and previous council year as a minimum	Website (Minutes)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	By contacting the Clerk

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Responses to consultation papers	Website and by contacting the Clerk
Responses to planning applications	Website
Bye-laws	By contacting the Clerk
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
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 and by contacting the Clerk
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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and by contacting the Clerk
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website and by contacting the Clerk
Class 6 – Lists and Registers	
Currently maintained lists and registers only.	Website and/or hard copy; some information may only be available by inspection
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By contacting the Clerk
Assets register, including details of public land and building assets	By contacting the Clerk
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	By contacting the Clerk
Register of Members' interests	Website
Register of gifts and hospitality	Not applicable
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	Website and/or hard copy; some information may only be available by inspection)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Website and/or by contacting the Clerk
Seating, litter bins, clocks, memorials and lighting	By contacting the Clerk
Bus shelters	By contacting the Clerk
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Not applicable
Additional Information	
Information not itemised in the lists above	By contacting the Clerk

Schedule of charges

Council will endeavour to send information via email if not already available on its website. If not possible, hard copies will be sent.

The following describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Estimation of actual cost
	Photocopying @ 10p per sheet (colour)	Estimation of actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Contact information

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