



Information available from New Bradwell Parish Council under the model publication scheme

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

Parish Councils are 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- the information is archived, out of date or otherwise inaccessible; or,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. 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 Model Publication FOI Model adopted May 2022

has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

Information available from New Bradwell Parish Council under the model publicationscheme updated May 2022

This model publication scheme provides a list of the kind of information NBPC can provide in order to meet the 2002 model publication scheme requirements.

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website / hard copy	Free/10p a page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy	Free/10p a page
Location of Parish Council office and accessibility details	Website / hard copy	Free/10p a page
Staffing structure	Website / hard copy	Free/10p a page
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website / hard copy	Free/10p a page
Finalised budget	Website / hard copy	Free/10p a page
Precept	Website / hard copy	Free/10p a page
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website / hard copy	Free/10p a page
Grants given and received	Hard copy	10p a page
List of current contracts awarded and value of contract	Hard copy	10p a page
Members' allowances and expenses	Not applicable currently	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Annual Report to Parish (current and previous year as a minimum)	Hard copy	10p a page
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions) Current and previous council year as a minimum</i>		
Calendar of PC Meetings	Website / hard copy	Free/10p a page
Agendas of meetings (as above)	Website / hard copy	Free/10p a page
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	Free/10p a page
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p a page
Responses to planning applications	Hard copy	10p a page
Bye-laws	Not applicable	
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Model standing orders • Code of Conduct • Policy statements 	For all items as listed Website / hard copy	For all items as listed Free/10p a page
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	Hard copy	For all items as listed Free/10p a page

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
<ul style="list-style-type: none"> • Terms & Conditions of Employment • All Employment Policies approved by the Parish Council • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard copy	10p a page
Information security policy	Hard copy	10p a page
Records management policies (records retention, destruction and archive)	Hard copy	10p a page
Data protection policies	Hard copy	10p a page
Schedule of charges) for the publication of information)	Within this document	10p a page
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	<i>hard copy or website; some information may only be available by inspection)</i>	
Assets Register	Hard copy	10p a page
Register of members' interests	Held by principle authority on website	
Register of gifts and hospitality	Held by principle authority on website	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	Website / hard copy	10p a page

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

Contact details:

Parish Clerk, New Bradwell Parish Council, New Bradwell Workspace Ltd, St James Street, New Bradwell, MK13 0BJ clerk@newbradwell-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail large 2 nd class
Statutory Fee		In accordance with the FOI 2000
Other		