

# AMPLEFORTH PARISH COUNCIL

## PUBLICATION SCHEME

**Adopted:** 5<sup>th</sup> December 2024

**Due for review:**

When ICO model scheme changes

Information available from Ampleforth Parish Council under the model publication scheme:

In order to meet the council's commitments, this publication scheme is based on the Information Commissioner's Office ([ICO](#)) model publication scheme and the guidance available. The guidance provided by the ICO 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 look to provide as much information as possible on a routine basis.

Ampleforth Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or,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.

### ***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".

The following table describes the information to be published and how it may be obtained. Associated costs for obtaining the information (if any) can be found on the last page.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only.            Who's who on the Council and its Committees            Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))            Location of main Council office and accessibility details if appropriate            Staffing structure</p>	<p>Web site or hard copy</p>
<p><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            Annual return form and report by auditor            Finalised budget            Precept            Borrowing Approval letter            Financial Standing Orders and Regulations            Grants given and received            List of current contracts awarded and value of contract            Members' allowances and expenses</p>	<p>Web site or hard copy</p>
<p><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            Parish Plan (current and previous year as a minimum)            Annual Report to Parish or Community Meeting (current and previous year as a minimum)            Quality status            Local charters drawn up in accordance with DCLG guidelines</p>	<p>Web site or hard copy</p>
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)            Current and previous council year as a minimum</p>	<p>Web site or hard copy</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p>	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Information security policy</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Data protection policies</p> <p>Schedule of charges (for the publication of information)</p>	<p>Web site or hard copy</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Web site or hard copy – some information may</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <p>Assets register</p> <p>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)</p> <p>Register of members' interests</p> <p>Register of gifts and hospitality</p>	<p>only be available by inspection</p>
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> <p>Seating and litter bins, clocks</p> <p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>Web site or hard copy</p>

**Contact details:**

Parish Clerk – see web page [Ampleforth Parish Council](#)

**Schedule of charges:**

Type of charge	Description	Basis of charge
Disbursement cost	<b>Photocopying</b> A4 single-sided black and white: 10p A4 double-sided black and white: 15p A4 single-sided colour: 15p A4 double-sided colour: 25p A3 single-sided black and white: 20p A3 double-sided black and white: 30p A3 single-sided colour: 30p A3 double-sided colour: 50p	Actual cost incurred by the council
	<b>Postage</b>	Actual cost Royal Mail standard 2 <sup>nd</sup> class
Email, including scanned images	Free of charge	

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Based on the ICO Model publication scheme version 1.2, 2015023  
<https://ico.org.uk/media2/migrated/1153/model-publication-scheme.pdf>