

## Heworth Without Parish Council

### Information available from Heworth Without Parish Council under the Model Publication Scheme

ICO - This guidance 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.

We would expect Parish 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- the information is archived, out of date or otherwise inaccessible; or,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".

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, village notice boards	Free
Location of main Council office and accessibility details	Website, village notice boards	Free
<b>Class 2 – What we spend and how we spend it</b>	(hard copy or website)	

## Heworth Without Parish Council

(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 or electronic / hard copy from Parish Clerk	Hard copy 50p
Finalised budget	Website or electronic / hard copy from Parish Clerk	Hard copy 50p
Precept	Website or electronic / hard copy from Parish Clerk	Hard copy 50p
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Parish Clerk –ecopy / hard copy	Free
List of current contracts awarded and value of contract	Parish Clerk –ecopy / hard copy	Free
Members' allowances and expenses	Parish Clerk –ecopy / hard copy	Free
<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 or website)	
Parish Plan (current and previous year as a minimum)	Currently unavailable	Free
Quality status	currently not applicable	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Clerk – ecopy/hard copy	Free
Responses to consultation papers	Parish Clerk – ecopy/hard copy	Free
Responses to planning applications (if a response is made by the PC it will be available on the LPA planning portal)	Parish Clerk – ecopy/hard copy	Free
Bye-laws	Parish Clerk – ecopy/hard copy	Free
<b>Class 5 – Policies and Procedures</b> (Current written protocols, policies and procedures for delivering responsibilities)	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	SO – website Parish Clerk – ecopy/hard copy CofC – website	Free Free free
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 Opportunities policy	Not available	

## Heworth Without Parish Council

Health and safety policy	Not available	
Recruitment policies (including current vacancies)	Parish Clerk – ecopy/hard copy	Free
Policies and procedures for handling requests for information	Parish Clerk – ecopy/hard copy	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Records management policies (records retention, destruction and archive)	Parish Clerk – ecopy/hard copy	free
Data protection policies	Parish Clerk – ecopy/hard copy	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk – ecopy/hard copy	Free
Assets register	Parish Clerk – ecopy/hard copy	Free
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)	Parish Clerk – ecopy/hard copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Parish Clerk – ecopy/hard copy	Free
<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	(hard copy or website; some information may only be available by inspection)	
Park, playing fields and recreational facilities	Website	Free
Seating, litter bins and lighting	Parish Clerk – ecopy/hard copy	Free
Bus shelters	Parish Clerk – ecopy/hard copy	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Gayle Enion-Farrington, Clerk to the Parish Council  
 1 Allington Drive, Appletree Village, Heworth York, YO310NL  
[clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com)

Adopted January 2022