



BEETHAM PARISH COUNCIL

Information available from Beetham Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide to meet their commitments under the model publication scheme. The Information Commissioner's Office expects 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- the information is archived, out of date or otherwise inaccessible; or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".



BEETHAM PARISH COUNCIL

Information to be published

Unless indicated to the contrary the following information is available on the Parish Council website or in hard copy from clerk@beetham-pc.co.uk

Class 1 – Who we are and what we do (Current information only)

- Who's who on the Council and its Committees
- Contact details for Parish Clerk and Council members
- Location of main Council office and accessibility details (N/A)
- Staffing structure (N/A)

Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

- 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

Class 3 – What our priorities are and how we are doing (Current and previous year as a minimum)

Strategies and plans, performance indicators, audits, inspections and reviews

- Annual Report to Parish or Community Meeting (current and previous year as a minimum)
- Local charters drawn up in accordance with DCLG (Department of Community and Local Government) guidelines (N/A)



Class 4 – How we make decisions (Current and previous council year as a minimum)

Decision making processes and records of decisions

- Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.
- Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers
- Responses to planning applications

Class 5 – Our policies and procedures (Current information only)

Current written protocols, policies and procedures for delivering our services and responsibilities

- 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
- 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 (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
- Records management policies (records retention, destruction and archive)
- Data protection policies
- Schedule of charges (for the publication of information)



BEETHAM PARISH COUNCIL

Class 6 – Lists and Registers (Currently maintained lists and registers only)

- Any publicly available register or list
- Assets register
- Register of members’ interests
- Register of gifts and hospitality

Class 7 – The services we offer (Current information only)

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

- Burial grounds and closed churchyards (N/A)
- Parks, playing fields and recreational facilities (N/A)
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Public conveniences (N/A)

Schedule of charges

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

Chargeable service	Basis of charge
Photocopying @ 5p/sheet (mono)	Estimated actual cost 1p
Photocopying @ 10p/sheet (colour)	Estimated actual cost 4p
Postage (usually 2nd class post unless other required)	Actual cost of postage + £2.50
Other statutory fees	In accordance with relevant legislation

Please contact the Clerk of the Council in respect of any matters arising from the Council’s Publication Scheme.

Mrs. J. Harvey, Bouskill, Yans Lane, Storth, Cumbria, LA7 7LJ

Telephone: 015395 62970

Email: clerk@beetham-pc.gov.uk