
Trysull and
Seisdon Parish
Council
Model
Publication
Scheme (F.O.I.A)

Revised 10th February 2021

Trysull and Seisdon Parish Council Model Publication Scheme

Freedom of Information Act 2000 (FOIA)

Information available from Trysull and Seisdon Parish Council under the Model Publication Scheme.



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

It is expected 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- the information is archived, out of date or otherwise inaccessible; or,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.

This 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.

Trysull and Seisdon Parish Council Model Publication Scheme

The Policy of Trysull and Seisdon Parish Council:

- 1. To publish all meetings, management, financial and decision making information on its web site.**
- 2. To publish as soon as is reasonably practical where there is otherwise no statutory time limit.**
- 3. To provide that this information may be accessed/downloaded free of charge from the web site.**
- 4. Where this free source is inaccessible, to provide the user, on request, with hard copies at a reasonable cost.**

Data Availability and Schedule of cost

Available on web site = W, Available in hard copy = H, Not available or applicable = N/A, Inspection only =I

Hard copies of documents must be requested from the Parish Clerk. Arrangements for the inspection of any document must also be made via contact with the Clerk.

A minimum charge of £1 will be made to provide for each and every copy document of 10 pages or less. A minimum of £2 will be charged for each and every copy document with more than 10 pages.

In addition to these administrative fees the cost of second class postage will be added. The total cost will be confirmed by the Clerk. The Clerk may, at their discretion, waive any such cost charge.

Fees must be paid upfront and in cleared funds before delivery may be arranged. The Parish Council does not, as a matter of policy, operate a petty cash system.

For hard copies any information routinely published (see below) or for any other information requested under the Freedom of Information Act 2000 please contact the Clerk: <mailto:clerk@trysull-seisdon-pc.org.uk>

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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".

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| <i>Information to be published (if applicable)</i> | <i>Availability Key</i> |
|--|--------------------------------|
| <p><i>Class1 - Who we are and what we do</i> (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.</p> <p>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members (named contacts where possible and email address (if used))</p> <p>Location of Village Hall (N.b. Not owned or managed by the P.C.)</p> | <p>W</p> <p>W</p> <p>W</p> |

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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

W/H

Finalised Budget and Precept

W/H

Standing Orders and Financial Regulations

W/H

Details of Contrasts Awarded

H

Quarterly Accounts & Budgetary Control

W/H

Accounting Records and Books of Prime Entry

I

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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

Parish Plan (current and previous year as a minimum)

N/A

Annual Report to Parish Meeting (current and previous year as a minimum)

W/H

Quality Status

N/A

Local Charters drawn up in accordance with DCLG Guidelines

N/A

Community Activity Log (and Risk Assessments)

H

Councillor Training Log

H

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| <p><i>Class 4 – How we make decisions</i> (Decision making processes and records of decisions) Current and previous council year as a minimum</p> <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 / Appeals</p> <p>Planning Application Activity Log</p> <p>Bye-laws</p> | <p>W</p> <p>W/H</p> <p>W/H</p> <p>W/H</p> <p>N/A</p> <p>W (District/Planning Insp. web sites only)</p> <p>W/H</p> <p>N/A</p> |
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Class 5 – Our policies and procedures

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

Current information only

Policies and procedures for the Conduct of Council Business:

W/H

Procedural Standing Orders

W/H

Committee and Sub-committee terms of reference

N/A

Delegated Authority in respect of Officers

N/A

Code of Conduct

W/H

Policy Statements

W/H

Policies and procedures for the provision of services and about the employment of staff:

N/A

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| Internal instructions to staff and policies relating to the delivery of services | N/A |
| Equality and diversity policy | N/A |
| Health and Safety policy | W/H |
| Recruitment policies (including current vacancies) | N/A |
| Policies and procedures for handling requests for information | W/H |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | W/H |
| Information security policy | N/A |
| Records Management policies (records retention, destruction and archive) | N/A |
| Data Protection Policies | W/H |
| Schedule of Charges (for the publication of information) | W/H |

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Class 6 – Lists and Registers

Currently Maintained Lists and Registers only

Any Publicly available Register or List (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Assets Register

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)

Register of Members' Interests

Register of Gifts and Hospitality

W/H

W/H

N/A

W/H

N/A

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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

Allotments

N/A

Burial Grounds and Closed Churchyards

N/A

Community Centres and Village Halls (Not owned or managed by P.C.)

W/H

Parks, Playing Fields and Recreational Facilities

W/H

Seating, Litter bins, Clocks, Memorials and Lighting

N/A

Bus Shelters

N/A

Markets

N/A

Public Conveniences

N/A

Agency Agreements

N/A

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| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A |
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