

GREAT WALTHAM PARISH COUNCIL

Publication Scheme

Version 1

This policy document should be reviewed and updated as necessary.

Version	Review Date	Reviewed By	Summary of Changes
1	July 2022	S. Gilbert	

Great Waltham Parish Council's Publication Scheme

Introduction

1. This policy document details Great Waltham Parish Council's ("GWPC") publication scheme. It is based on the Information Commissioner's Office ("ICO") guidance template which provides gives examples of the kinds of information that one would expect a parish council to provide in order to meet its commitments under the model publication scheme.
2. While ICO guidance does not offer an exhaustive list of everything that should be covered by a publication scheme, GWPC recognises the legal commitment to the model publication scheme, and that public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

3. 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.
4. 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.
5. The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.
6. The term 'dataset' is defined in section 11(5) of Freedom of Information Act ("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".

Format

7. The document provides information to be published, how information can be obtained and the costs involved under eight headings:
 - Class 1 – Who we are and what we do;
 - Class 2 – What we spend and how we spend it;
 - Class 3 – What our priorities are and how we are doing;
 - Class 4 – How we make decisions;
 - Class 5 – Our policies and procedures;
 - Class 6 – Lists and Registers;
 - Class 7 – The services we offer;
 - Additional Information.
8. References to the Council's website mean availability at this web address:
 - e-voice.org.uk/greatwalthamparish

Schedule of Charges

9. The box below describes how the charges shown under the headings have been calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost plus time.
	Photocopying @ 15p per sheet (colour)	Actual cost-plus time.
	Postage	Actual cost of Royal Mail standard 2 nd class.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute.

Outside the parish	Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Great Waltham or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.	
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Contact Details

10. To request hard copies of documents, please contact:

W. J. Adshead-Grant,
Parish Clerk,
Great Waltham Parish Council,
The Parish Office,
Great Waltham Village Hall (Houlton Hall),
South Street,
Great Waltham,
Essex,
CM3 1DF

Telephone 07880717329.

E Mail: clerk@greatwalthamparishcouncil.co.uk

Class 1 – Who we are and what we do (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.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
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		
Staffing structure		

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.

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract	1. Hard copy from GWPC Parish Clerk.	1. See section 10. Schedule of Charges, above.
Members' allowances and expenses		

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.

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
GWPC Action Plan		
Local charters drawn up in accordance with DCLG guidelines	Not applicable for GWPC.	

Class 4 – How we make decisions (Decision making processes and records of decisions)

Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
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	1. Hard copy from GWPC Parish Clerk.	1. See section 10. Schedule of Charges, above.
Responses to planning applications		
Bye-laws		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Information to be published	How the information can be obtained	Cost		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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) 	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.		
Information security policy				
Records management policies (records retention, destruction and archive)				
Data protection policies				
Schedule of charges (for the publication of information)				

Class 6 – Lists and Registers

Currently maintained lists and registers only.

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
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)	1. Hard copy from GWPC Parish Clerk.	1. See section 10. Schedule of Charges, above.
Register of members' interests		
Register of gifts and hospitality		

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.

Information to be published	How the information can be obtained	Cost
Allotments	1. From the GWPC website. 2. Hard copy from GWPC Parish Clerk.	1. Free. 2. See section 10. Schedule of Charges, above.
Burial grounds and closed churchyards		
Community facility (Pavilion)		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Fees/rents		
GWPC does not have or operate: burial grounds or closed churchyards, community centres or village halls, markets, public conveniences, agency agreements.	Not applicable for GWPC.	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above.

Information to be published	How the information can be obtained	Cost
Not applicable		