



## Information available from Bicester Town 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 in order to meet their commitments under the model publication scheme.

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- the information is archived, out of date or otherwise inaccessible; or,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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	(hard copy or website)	10p per A4 page

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard Copy & Website	
Contact details for Chief Officer and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy & Website	
Location of main Council office and accessibility details	Hard Copy & Website	
Staffing structure	Hard Copy & Website	
<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	hard copy or website)	
Annual return form and report by auditor	Hard Copy & Website	
Finalised budget	Hard Copy & Website	
Precept	Hard Copy & Website	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy & Website	
Grants given and received	Hard Copy & Website	
List of current contracts awarded and value of contract	Hard Copy & Website (when available)	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we</b>	(hard copy or website)	

<b>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	NO LONGER RELEVANT	
Local charters drawn up in accordance with DCLG guidelines	NO LONGER RELEVANT	
<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)	Hard Copy & Website	
Agendas of meetings (as above)	Hard Copy & Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	
Responses to consultation papers	Hard Copy & Website	
Responses to planning applications	Hard Copy & Website	
Bye-laws	n/a	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Hard Copy & Website	
<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  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)</p>	Hard Copy & Website (where applicable)	

Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy & Website (where applicable)	
Data protection policies	Hard Copy & Website (where applicable)	
Schedule of charges (for the publication of information)	This document	
<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)	Hard Copy	
Assets register	Hard Copy	
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)	Hard Copy	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard Copy & Website	
Burial grounds and closed churchyards	Hard Copy & Website	

Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard Copy & Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	n/a	
Public conveniences	Hard Copy	
Agency agreements	Hard Copy	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy & Website	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Mrs S J Shippen FCIS, FSLCC,CMC  
 Chief Officer  
 Bicester Town Council  
 The Garth, Launton Road  
 Bicester, Oxfordshire, OX26 6PS  
 01869 252915  
[enquiries@bicester.gov.uk](mailto:enquiries@bicester.gov.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority