**Kings Walden** Parish Council



## **PUBLICATION SCHEME**

Adopted: January 2022 Review Date: January 2025



## **PUBLICATION SCHEME 2022**

Kings Walden Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by Information Commissioner's Office.

Kings Walden Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

Kings Walden Parish Council will make the information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or EIR 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- the information is archived, out of date or otherwise inaccessible; or,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.

## 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.

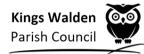
If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the publicauthority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the <u>Open Government</u> <u>Licence</u>.

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 <u>guidance</u> 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 informationcan be obtained	Cost
Class1 - Who we are and what we do	Website	
Organisational information, structures, locations and contacts		
This will be current information only.		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Class 2 – What we spend and how we spend it	Website	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Standing Orders and Financial Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	



<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 available from February 2017	Website	
Teviews – current and previous year available from rebruary 2017		
Parish/Action/Business Plan – if and when available	Website	
Annual Report to Parish Meeting	Website	
Class 4 – How we make decisions	Website	
Decision making processes and records of decisions		
Current and previous council year		
Timetable of meetings	Website	
Council and any committee/sub-committee meetings and parishmeetings		
Agendas of meetings (as above)	Website / Noticeboards	
Minutes of meetings (as above) $-$ N.B. this will exclude information that isproperly regarded as private to the meeting.	Website / Noticeboards	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Class 5 – Our policies and procedures	Website	
Current written protocols, policies and procedures for delivering ourservices and responsibilities		
Current information only		

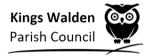


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Class 6 – Lists and Registers	Website	
5	Some information mayonly	
Currently maintained lists and registers only	be available by inspection	
Any publicly available register or list	Website	
Assets register	Website	
Disclosure log (indicating the information that has been provided in response torequests; recommended as good practice, but may not be held by parish councils)	Website	
Class 7 – The services we offer	Website	
Information about the services we offer, including leaflets, guidanceand newsletters	Some information mayonly	
produced for the public and businesses	be available by inspection	
Current information only		
Additional Information		

Contact details: <u>clerk@kwpc.org.uk</u> <u>http://www.kingswalden-pc.org.uk/</u>



## **PUBLICATION SCHEME 2022**

SCHEDULE OF CHARGES (if items supplied hard copy)

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