

**Information available from Aislaby Parish Council under the model publication scheme
Published 2008/Reviewed February 2015/Reviewed May 2016**

This guidance gives examples of the kinds of information that the Parish Council provides in order to meet their commitments under the model publication scheme. It is expected 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- the information is archived, out of date or otherwise inaccessible; or,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 it is an aim 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".

Note:

- Where possible the council will provide information without charge in electronic format
- For items that need to be printed and posted and a charge needs to be levied we will inform the applicant and any payment will need to be made before information is provided. Items which are potentially chargeable are indicated below and costs detailed in the Schedule of Charges at the end of the document
- Documents to be viewed in hardcopy need an appointment with the Parish Clerk and the venue will be agreed upon
- Contact details are at the bottom of the Guide

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Village notice board Hard copy – contact Clerk Email Website	Free 15p/sheet Free Free
Contact details for Parish Clerk and Council members	Village notice boards Hard copy – contact Clerk Email Website	Free 15p/sheet Free Free
Location of main Council office and accessibility details	Correspondence address on Village notice boards Telephone Clerk to arrange an appointment to meet at a suitable location. Clerk's home office is not accessible to the public	Free
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		
Annual return form and report by auditor	Village Noticeboard during notice period Hard copy – contact Clerk Website	15p/sheet Free
Finalised budget	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Precept	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Model Agreement with SBC	Hard copy – contact Clerk Email	15p/sheet Free

	Website	Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Grants given and received (via minutes and Qtr Finance Report)	Hard copy – contact Clerk Email	15p/sheet Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Members' allowances and expenses (via Finance Report)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan 2004	2004 – Archived NYCC Records Office	Free
Annual Report to Parish Meeting (current and previous year)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council and Annual Parish Meetings)	Hard copy – contact Clerk Village Noticeboard Email Website	15p/sheet Free Free Free
Agendas of meetings (as above)	Hard copy – contact Clerk Village Noticeboard Email Website	15p/sheet Free Free Free
Minutes of meetings (as above)	Hard copy – contact Clerk	15p/sheet

nb this will exclude information that is properly regarded as private to the meeting.	Village Noticeboard Email Website	Free Free Free
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Responses to consultation papers (via Minutes)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Responses to planning applications (via Minutes)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Bye-laws (if applicable)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Class 5 – Our policies and procedures (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 (Standing Orders) Code of Conduct Policy statements	Where Applicable: Hard copy – contact Clerk Email Website	15p/sheet Free Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Grievance & Disciplinary Policy Sickness Absence Policy Risk Assessment & Safe Working Policy for the Cleaning of Public Conveniences Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Where Applicable: Hard copy – contact Clerk Email Website	15p/sheet Free Free
Information security policy		

Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Hard copy – contact Clerk Email Noticeboard Information Website	15p/sheet Free Free Free
Class 6 – Lists and Registers		
Electoral register	Available by inspection at SBC via Customer First Office, Town Hall, Scarborough or at Whitby TIC	
Assets Register	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Disclosure log		
Register of members' interests	Hard copy – contact Clerk SBC/Parish Council website	15p/sheet Free
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)		
Allotments (Garths)	Hard copy – contact Clerk Email	15p/sheet Free
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting (Asset Register)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Bus shelter (Asset Register)	Hard copy – contact Clerk Email Website	15p/sheet Free Free
Markets		
Public conveniences (Asset Register)	Hard copy – contact Clerk Email	15p/sheet Free

	Website	Free
Agency agreements	Hard copy – contact Clerk Email	15p/sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Victoria Pitts, Parish Clerk
c/o Davison Farm, Egton, Whitby, North Yorkshire, YO21 1UA
Clerk to Aislaby Parish Council
Mob: 07791889737
Email: aislabygc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost * = 15p
	Photocopying @ 15p per sheet (colour)	Actual cost* = 50p
	Postage 2 nd class as per current charges + packaging as necessary	Actual* cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation in respect to FOI or DPA
Other	Searches	Will be charged per hour – you will be notified of the charge in advance
	Freedom of Information requests where costs are believed to exceed £450	£25 per hour

* the actual cost incurred by the public authority

This document will be reviewed on an annual basis and updated accordingly when policies are implemented and become available