

Information available from Cofton Hackett Parish Council under the model publication scheme

Cofton Hackett Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or,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".

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website and noticeboards	
Who's who on the Council and its Committees	Website and noticeboards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and noticeboards	
Location of main Council office and accessibility details	Website and noticeboards	
Staffing structure	Hard Copy via Clerk	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website	
Finalised budget	Hard Copy via Clerk	
Precept	Hard Copy via Clerk	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy or Email via Clerk	
List of current contracts awarded and value of contract	Hard Copy or Email via Clerk	
Members' allowances and expenses	Hard Copy or Email via Clerk	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	Hard Copy or Email via Clerk	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy or Email via Clerk	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and Noticeboards	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy or Email via Clerk	
Responses to consultation papers		
Responses to planning applications	Bromsgrove District Council Planning Portal	
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<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>	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>	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	This document	

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)	Not Applicable	
Assets register	Hard Copy or email via Clerk	
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)	Not Applicable	
Register of members' interests	Bromsgrove District Council Website	
Register of gifts and hospitality	Not Applicable	
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	Hard copy or Email via Clerk	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Hard copy or email via Clerk	
Parks, playing fields and recreational facilities	Hard copy or email via Clerk	

Seating, litter bins, clocks, memorials and lighting	Hard copy or email via Clerk	
Bus shelters	Hard copy or email via Clerk	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

Contact details:

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 Clerk and Responsible Financial Officer
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 Fairfield
 Bromsgrove
 B61 9LW

Tel: 07496 979153

Email: clerk@coftonhackettpc.org

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Free of charge up to 25 sheets, then 10p per sheet
	Photocopying @ 20p per sheet (colour)	Free of charge up to 15 sheets, then 20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		