



Information available from Durrington Town Council under the model publication scheme

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 of black and white copy per page
<p>Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts)</p> <p>This will be current information only.</p>	(Hard copy and/or website)	5p
Who's who on the Council and its Committees	Website	5p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Village Notice Boards	5p
Location of main Council office and accessibility details	Local monthly magazine, website	5p
Staffing structure	Website	5p
		5p
<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>	(Hard copy and/or website)	5p

Annual return form and report by auditor	Website, Village Notice Boards	5p
Finalised budget	Website, Village Notice Boards, Minutes	5p
Precept	Website, Minutes, Newsletter	5p
Financial Standing Orders and Regulations	Website	5p
Grants given and received	Website, Minutes	5p
List of current contracts awarded and value of contract	Office, Transparency Code document	5p
Members' allowances and expenses	Office, end of year accounts	5p
		5p
<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>	(Hard copy and/or website)	5p
Parish Plan (current and previous year as a minimum)	Website, office copies	5p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Minutes, extracts in local magazines	5p
Local charters drawn up in accordance with DCLG guidelines		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	(Hard copy and/or website)	5p

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	5p
Agendas of meetings (as above)	Website, notice boards, Office	5p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, notice boards, Minutes Book	5p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, Minutes Book	5p
Responses to consultation papers	Websites, Office Copies, local magazines	5p
Responses to planning applications	Website	5p
Byelaws	Website, Office Copies, Notice Boards	5p
		5p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy and/or website)	5p
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website, Office Copies	5p

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: 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)	Website, Office Copies	5p
Information security policy		5p
Records management policies (records retention, destruction, and archive)	Website – GDPR	5p
Data protection policies	Website - GDPR	5p
Schedule of charges (for the publication of information)	Website, Office Copies	5p
		5p
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy and/or website; some information may only be available by inspection)	5p

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Office Copies	5p
Assets register	Office Copy	5p
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)		5p
Register of members' interests	Clerk	5p
Register of gifts and hospitality	Clerk	5p
		5p
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	(Hard copy and/or website; some information may only be available by inspection)	5p
Allotments	Website, Facebook, Minutes	5p
Burial ground	Office records, website	5p
Community centres and village halls	Website, Facebook	5p
Parks, playing fields and recreational facilities	Website, Facebook	5p
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website	5p

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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 @ 5p per sheet (black & white)	Actual cost * 4p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage @ 85p 2 nd class standard	Actual cost of Royal Mail standard 2 nd class 85p

* the actual cost incurred by the public authority