

## Information available under the 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 the Freedom of Information Act 2003. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of the Freedom of Information Act 2003. The ICO has published guidance on the dataset provisions in the Freedom of Information Act 2003. 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><b>Class1 - Who we are and what we do</b> (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>	(hard copy, electronic copy or weblink)	
Who's who on the Council and its Committees	Hard copy from the Clerk Noticeboards and website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from the Clerk Noticeboards and website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Location of main Council office and accessibility details	Hard copy from the Clerk Noticeboards and website	10p per sheet



	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Staffing structure	Hard copy from the Clerk Noticeboards and website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free

Information to be published	How the information can be obtained	Cost
<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, electronic copy or weblink)	
Annual return form and report by auditor	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Finalised budget	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Precept	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Borrowing Approval letter	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Financial Standing Orders and Regulations	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Grants given and received	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free



List of current contracts awarded and value of contract	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Members' allowances and expenses	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free

Information to be published	How the information can be obtained	Cost
<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 as a minimum	(hard copy, electronic copy or weblink)	
Parish Plan (current)	Website	free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Local charters drawn up in accordance with DCLG guidelines	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free

Information to be published	How the information can be obtained	Cost
<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, electronic copy or weblink)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the Clerk Noticeboards and website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Agendas of meetings (as above)	Hard copy from the Clerk Website	10p per sheet



	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
	Hard copy from the Clerk	10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Responses to consultation papers	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Responses to planning applications	Hard copy from the Clerk Website	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Bye-laws	N/A	

Information to be published	How the information can be obtained	Cost
<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, electronic copy or weblink)	
<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>	<p>Hard copy from the Clerk Electronic Copy from the Clerk Weblink from the Clerk</p>	<p>10p per sheet free free</p>
<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</p>	<p>Hard copy from the Clerk Electronic Copy from the Clerk Weblink from the Clerk</p>	<p>10p per sheet free free</p>



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)		
Schedule of charges (for the publication of information)	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only  Any publicly available register or list	(hard copy, electronic copy or weblink. some information may only be available by inspection)	
Assets register	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free
Register of members' interests	Hard copy from the Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from the Clerk	10p per sheet

Information to be published	How the information can be obtained	Cost
<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)  Current information only	(hard copy, electronic copy or weblink. some information may only be available by inspection)	
Allotments	Hard copy from the Clerk	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy from the Clerk	10p per sheet
	Electronic Copy from the Clerk	free
	Weblink from the Clerk	free



Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	10p per sheet
Bus shelters	Hard copy from the Clerk	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)	Hard copy from the Clerk	10p per sheet

**Contact details:**

Guy Langton, Clerk & RFO, East Hanney Parish Council

T: 01235 867403

E: [clerk@easthanneyparishcouncil.org.uk](mailto:clerk@easthanneyparishcouncil.org.uk), [gl-ehpc@outlook.com](mailto:gl-ehpc@outlook.com)

W: [www.easthanneyparishcouncil.org.uk](http://www.easthanneyparishcouncil.org.uk)

Parish Council Noticeboard locations:

Community Shop, Brookside, East Hanney. OX12 0JL

**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)  Photocopying @ 20p per sheet (colour)  Postage	Actual cost*  Actual cost*  Actual cost of Royal Mail standard 2nd class*
Statutory Fee		In accordance with the relevant legislation
Other	Viewing information @ £25 per hour	Actual cost*

\* the actual cost incurred by the Council