



Information available from Holcombe Rogus 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
<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>	hard copy Notice Boards Website	See costs schedule below
Who's who on the Council and its Committees	Minutes – hard copy Notice Board Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Board Website Parish News	
<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>	Minutes – hard copy Notice Board – for a limited period) Website	See costs schedule below
Annual return form and report by auditor	Website Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	

Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy website	
Grants given and received	Minutes – hard copy Notice Board – limited period Website	
List of current contracts awarded and value of contract	n/a	
Members’ expenses	Minutes – hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	website	See costs schedule below
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy website	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	website	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Minutes – hard copy website</p>	<p>See costs schedule below</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Notice board Website Hard copy</p>	
<p>Agendas of meetings (as above)</p>	<p>Notice Board- limited period Website Hard copy</p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Notice Board- limited period Website Hard copy</p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p>	
<p>Responses to consultation papers</p>	<p>Minutes Hard copy</p>	
<p>Responses to planning applications</p>	<p>Minutes Notice Board- limited period Hard copy MDDC website</p>	
<p>Bye-laws</p>	<p>Minutes Hard copy website</p>	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy website</p>	<p>See costs schedule below</p>
<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 website</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 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>	<p>Hard copy website</p>	
<p>Information security policy</p>	<p>Website</p>	

	Hard copy	
Records management policies (records retention, destruction and archive)	Website Hard copy	
Data protection policies	Website Hard copy	
Schedule of charges (for the publication of information)	ICO website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See costs schedule below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Website Hard copy	
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)	n/a	
Register of members' interests	MDDC website	
Register of gifts and hospitality	n/a	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		See costs schedule below
Community centres and village halls	On request to Clerk	
Parks, playing fields and recreational facilities	On request to Clerk	
Seating, litter bins, clocks, memorials and lighting	On request to Clerk	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	n/a	

Contact details:

Parish Clerk Mrs Leslie Findlay Ayshford House, Westleigh Tiverton Devon EX16 7HL
 Tel 01884 820424 Email clerk@holcomberogus-pc.gov.uk
 Website www.holcomberogus-pc.gov.uk

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)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority