



WITCHAM PARISH COUNCIL

Information provided by Parish/Community Councils under the ICO model publication scheme – Freedom of Information Act 2000

This template guide is written by the Information Commissioner's Office (ICO) for the use of Parish and Community Councils.

It gives examples of the kind of information the ICO would expect a Parish Council to provide in order to meet their commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

Parish Councils must adopt the model scheme in full, unedited and promoted alongside the guide to information. Parish Councils do not need to tell the ICO that they have adopted the scheme; the ICO will assume that a Parish Council has done so unless they hear otherwise.

A Parish Council is in breach of FOIA if they have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks Parish Councils are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information a Parish Council will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. Parish Councils must:

- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects Parish Councils to make the information in this template guide available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by a Parish Council or on their behalf. Parish Councils 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.

If the information is only held by another public authority, Parish Councils should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and Parish Councils should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for Parish Councils and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, Parish Councils must publish under their publication scheme any dataset they may 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, Parish Councils 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 Parish Council is the only owner, it 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 [2018 section 45 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 Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through a Parish Council's publication scheme should be readily available at a low cost or at no cost to the public. If the Parish Council does charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

Parish Councils can charge for activities such as printing, photocopying and postage as well as information that they are legally authorised to charge for. They must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If a Parish Council charges a fee for licensing the re-use of datasets, they should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. They cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects Parish Councils to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Witcham Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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)		
List of Council members and their responsibilities as well as list of Council Committees – <i>The Parish Council currently has no Council Committees. Working Parties, including collaboration with members of the public, set up from time to time to deal with village projects, as minuted.</i> Details of any representation on local public bodies - <i>None</i>	Website Hard copy – contact clerk Parish Council Notice Board Annual Reports & Newsletters (delivered to householders)	Free 15p/sheet Free Free

Postal and email address: Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Hard copy – contact clerk Parish Council Notice Boards Annual Reports & Newsletters (delivered to householders)	Free 15p/sheet Free Free Free
Location of main Council office and accessibility details <ul style="list-style-type: none"> <i>No office building</i> <i>Meetings Witcham Village Hall</i> 	Hard copy – contact clerk	15p/sheet
Staffing structure <ul style="list-style-type: none"> <i>Clerk – only employee (part-time)</i> 	Not held	-
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 as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy – contact clerk	Free 15p/sheet
Finalised budget	Website Hard copy – contact clerk	Free 15p/sheet
Precept	Website Hard copy – contact clerk	Free 15p/sheet
Borrowing Approval letter – <ul style="list-style-type: none"> <i>Parish Council has none</i> 	Not held	-
All items of expenditure above £100	Website Hard copy – contact clerk	Free 15p/sheet
Financial Standing Orders and Regulations	Website Hard copy – contact clerk	Free 15p/sheet
Grants given and received	Hard copy – contact clerk	15p/sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	15p/sheet
Members' allowances and expenses <ul style="list-style-type: none"> <i>Members claim no allowances/expenses</i> 	Not held	-

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		
Annual governance statement in format included in the Annual Return form		
Parish Plan – <i>Witcham Neighbourhood Plan</i> https://eastcambs.gov.uk/planning-and-building-control/planning-policy-and-guidance/neighbourhood-planning/neighbourhood	Website Hard copy – contact clerk	Free 15p/sheet
Annual Report to Parish or Community Meeting	Website Delivered to each household - May/Jun Hard copy – contact clerk	Free Free 15p/sheet
Quality status – <i>Not now applicable to Witcham Parish Council</i>	Not held	
Local charters drawn up in accordance with DCLG guidelines - <i>None</i>	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant - <i>None</i>	Not held	
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 Noticeboard Hard copy – contact clerk	Free Free 15p/sheet
Agendas of meetings (as above)	Website Noticeboard (prior to each meeting) Hard copy – contact clerk	Free Free 15p/sheet
Minutes of meetings (as above) – Excludes information that is properly considered to be exempt from disclosure.	Website Noticeboard (after to each meeting) Hard copy – contact clerk	Free Free 15p/sheet
Reports presented to council meetings – Excludes information that is properly considered to be exempt from disclosure.	Hard copy – contact clerk	15p/sheet
Responses to consultation papers	Hard copy – contact clerk (also	15p/sheet

	recorded in Minutes)	
Responses to planning applications	Hard copy – contact clerk (also recorded in Minutes) ECDC Planning portal	15p/sheet Free
Bye-laws (if any) (see also Principal Authorities, eg ECDC)	Not held	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee (if any) terms of reference Delegated authority in respect of officers (if any)</p> <p>Code of Conduct Policy statements</p>	<p>Hard copy – contact clerk See Standing Orders See Standing Orders and the Financial Regulations Hard copy – contact clerk Hard copy – contact clerk</p>	<p>15p/sheet 15p/sheet 15p/sheet</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 – <i>No Scheme of Delegation operated</i> Recruitment policies <i>None, single employee, refer to NALC guidance as needed.</i>, Details of current vacancies Health and safety policy (<i>less than 5 employees</i>) Equality and diversity policy Policies and procedures for handling requests for information (<i>Publication Scheme</i>) Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/Hard copy – clerk Not held)) Website) Hard copy – contact clerk)</p>	<p>Free Free 15p/sheet</p>
<p>Records management, personal data and access to information policies. Includes information security policies, records retention, destruction and archive policies, and data protection policies</p>	Hard copy – contact clerk	15p/sheet
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
	(hard copy or website; some information may only be available by inspection)	

Information legally required to hold on publicly available registers (in most circumstances existing access provisions will suffice) <i>None</i>	Not held	
Assets register - details of public land and building assets	Website Hard copy – contact clerk	15p/sheet
Disclosure log (indicating the information that has been provided in response to FOIA and Environmental Information Regulation requests; These are recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Originals held by ECDC Hard copy available from clerk	15p/sheet
Register of gifts and hospitality	Originals held by ECDC Hardcopy available from clerk	15p/sheet
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 or website; some information may only be available by inspection)	
Allotments – <i>None administered by Witcham Parish Council</i>	Not held	
Burial grounds and closed churchyards	Contact clerk	Free
Community centres and village halls - <i>None administered by Witcham Parish Council</i>	Not held	
Playing fields and recreational facilities (<i>No parks</i>)	Contact clerk for guidance	Free
Seating, litter bins and lighting (<i>No clocks or memorials</i>)	Contact clerk for guidance	Free
Bus shelters (one)	Contact clerk for guidance	Free
Markets - <i>None</i>	Not held	
Public conveniences - <i>None</i>	Not held	
Agency agreements - <i>None</i>	Not held	
Services for which the council is entitled to recover a fee, together with those fees: Cemetery fees and regulations	Contact clerk for guidance Hard copy	15p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter (usually 3 - 4 per annum)	Delivered to households Website Hard copy – contact Clerk	Free Free 15p/sheet

Witcham Parish Council Annual Report	Delivered to householders Website Hard copy – contact Clerk Presented to Annual Parish Meeting set between March and June each year	Free Free 15p/sheet Free
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Contact details: Parish Clerk - Witcham Parish Council
Email: Clerk@witchamparishcouncil.gov.uk
Website: www.witchamparishcouncil.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 Copies of recorded information/documents requested within Council's Publication Scheme	Photocopying @ 15p per sheet (black & white)	Actual cost * Estimate available
	Photocopying (colour) Not available	
	Postage	Actual cost of Royal Mail Signed for 2 nd class
Statutory Fee Copies of recorded information/documents requested outside the Council's Publication Scheme		In accordance with the current relevant legislation
Other	-	-

* the actual cost incurred by the public authority