



Information available from Eskdaleside cum Ugglebarnby Parish Council under the model publication scheme – Adopted May 2016

This guidance gives examples of the kinds of information that the Parish Council provides in order to meet their commitments under the model publication scheme. It is expected to 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- the information is archived, out of date or otherwise inaccessible; or,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 it is an aim 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".

Note:

- Where possible the council will provide information without charge in electronic format
- Wherever possible information will be uploaded to the website: <http://www.eskdaleside-cum-ugglebarnby-pc.org.uk/>
- For items that need to be printed and posted and a charge needs to be levied we will inform the applicant and any payment will need to be made before information is provided. Items which are potentially chargeable are indicated below and costs detailed in the Schedule of Charges at the end of the document
- Documents to be viewed in hardcopy need an appointment with the Parish Clerk and the venue will be agreed upon
- Contact details are at the bottom of the Guide

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 or website)	
Who's who on the Council and its Committees	Website Noticeboard Hardcopy	No No Yes
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Hardcopy	No No Yes
<del>Location of main Council office and accessibility details</del>	Not Applicable as the Parish Clerk cannot be visited at home	
Staffing structure	Currently Parish Clerk only employee	No

<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 or website)	
Annual return form and report by auditor	Noticeboard during notice period Hardcopy Website	No Yes No
Finalised budget	Hardcopy Website Email	Yes No No
Precept	Currently delivered to all households via SBC Hardcopy Website	No Yes No
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Hardcopy Website Email	Yes No No
Grants given and received	Website via Council Minutes where agreed Hardcopy of Council Minutes Email Minutes	No Yes No
List of current contracts awarded and value of contract	Contact the Parish Clerk for details	Yes
Members' allowances and expenses (via Financial Qtr or End of Year Statement)	Website Email Hardcopy	No No Yes
<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 or website)	

Parish Plan (reviewed every 5 years) – current version 2015	Circulated to all residents Website Email Hardcopy	No No No Yes
Parish Plan – Previous Version 2008-2013	Hardcopy Only	Yes
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Email Hardcopy	No No Yes
Quality status	Currently do not hold Quality Status	
Local charters drawn up in accordance with DCLG guidelines	Currently do not hold any local charters	
<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 or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard Website Email Hardcopy	No No No Yes
Agendas of meetings (as above)	Noticeboard Website Email Hardcopy	No No No Yes
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Noticeboard Website Email Hardcopy	No No No Yes
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	No Yes
Responses to consultation papers – via Meeting Minutes where agreed	Noticeboard Website Email	No No No

	Hardcopy	Yes
Responses to planning applications – via Meeting Minutes where agreed	Noticeboard Website Email Hardcopy	No No No Yes
<del>Bye-laws</del>	Currently do not enforce any Bye-Laws	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> Delegated authority in respect of officers Code of Conduct Policy statements	Website Email Hardcopy	No No Yes
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal instructions to staff and policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> Sickness Absence Policy Bullying & Harassment Policy Grievance & Disciplinary Policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Where available/applicable:  Website Email Hardcopy	No No Yes
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Website Email	No No

	Hardcopy	Yes
Data protection policies	Website Email Hardcopy	No No Yes
Schedule of charges (for the publication of information)	Website Email Hardcopy	No No Yes
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Electoral Register	Available by inspection at SBC via Customer First Office, Town Hall, Scarborough or at Whitby TIC	
Assets register	Website Email Hardcopy	No No Yes
<del>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)</del>		
Register of members' interests	Website under each Cllr's profile Hardcopy	No Yes
<del>Register of gifts and hospitality</del>	<del>Currently no gifts or hospitality received</del>	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		

<del>Parks, playing fields and recreational facilities</del>		
Seating, litter bins, clocks, memorials and lighting (via Asset Register)	Website Email Hardcopy	No No Yes
Bus shelters (via Asset Register)	Website Email Hardcopy	No No Yes
<b>Markets</b>		
Public conveniences	Website Email Hardcopy	No No Yes
<del>Agency agreements</del>		
<del>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
Newsletters	Hardcopy circulated to residents Website Email	No No No
Annual Parish Council Information Stand at Sleights Show	N/A	No
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None at present		

**Contact details:**

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Parish Clerk  
c/o Davison Farm  
Egton  
Whitby, YO21 1UA  
Mob: 07791889737  
Email: [esk.ugg@gmail.com](mailto:esk.ugg@gmail.com)  
Website: <http://www.eskdaleside-cum-ugglebarnby-pc.org.uk/>

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per side of sheet (black & white)	Actual cost *
	Photocopying @ 20p per side of sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Searches	Will be charged per hour – you will be notified of the charge in advance
	Freedom of Information requests where costs are believed to exceed £450	£25 per hour

\* the actual cost incurred by the public authority