



Information available from Gittisham Parish 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>		
Who's who on the Council and its Committees	(Website / hard copy / email)	Free / 10p per page / free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(Website / hard copy / email)	Free / 10p per page / free
Location of main Council office and accessibility details	(Website / hard copy / email for details of accessibility)	Free / 10p per page / free
Staffing structure	(Website / hard copy / email)	Free / 10p per page / free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and</p>		

expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	(Website / hard copy / email)	Free / 10p per page / free
Finalised budget	Email	
Precept	(Website / hard copy / email)	Free / 10p per page / free
Borrowing Approval letter	Not applicable	n/a
Financial Standing Orders and Regulations	Website / hard copy / email	Free / 10p per page / free
Grants given and received	hard copy / email (contact clerk)	10p per page / free
List of current contracts awarded and value of contract	hard copy / email (contact clerk)	10p per page / free
Members' allowances and expenses	hard copy / email (contact clerk)	10p per page / free
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		

Parish Plan (from 2010)	Website / hard copy / email	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy / email	10p per page / free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
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 / hard copy / email	Free / 10p per page / free
Agendas of meetings (as above)	Website / hard copy / email	Free / 10p per page / free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	Free / 10p per page / free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	10p per page / free
Responses to consultation papers	Hard copy / email (contact clerk)	10p per page / free
Responses to planning applications	Website / hard copy / email	Free / 10p per page / free

Bye-laws	n/a	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	For all policies and procedures: Website/hard copy/email	Free / 10p per page / free
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)	For all policies and procedures: Website/hard copy/email	Free / 10p per page / free

Information security policy	hard copy/email (contact clerk)	10p per page / free
Records management policies (records retention, destruction and archive)	hard copy/email (contact clerk)	10p per page / free
Data protection policies	hard copy/email (contact clerk)	10p per page / free
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy (contact clerk)	10p per page
Assets register	Website/hard copy/email	Free / 10p per page / free
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)	Not applicable (available from Monitoring Officer at the District Council)	POA to EDDC
Register of members' interests	Website	Free
Register of gifts and hospitality	Original documents maintained by District Council.	POA to EDDC
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		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy / email (contact clerk)	10p per page / free
Seating, litter bins, clocks, memorials and lighting	Hard copy / email (contact clerk)	10p per page / free
Bus shelters	Hard copy / email (contact clerk)	10p per page / free
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. burial fees)	n/a	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:**The Clerk to Gittisham Parish Council**

(or The Chairman of Gittisham Parish Council, c/o)

Garlands

Gittisham

Honiton

Devon

EX14 3AJ

Tel: 01404 851442

Email: clerk@gittisham.eastdevon.gov.ukWebsite: www.gittisham.org.uk**Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Information Line: 01625 545745 or 08456 30 60 60

Switchboard: 01625 545745

Website: www.ico.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 @ 10p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Major enquiries	£15 per hour, in accordance with current legislation Local Government Act 2003, section 93.

* the actual cost incurred by the public authority