

COSBY PARISH COUNCIL

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Information available from Cosby Parish Council under the model publication scheme

This guidance gives examples of the kind of information that is available from Cosby Parish Council in order to meet the Councils commitments under the model publication scheme.

Cosby Parish Council will 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 authority 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- the information is archived, out of date or otherwise inaccessible; or,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.

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 Cosby Parish Council will look 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 license. 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 License](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified license' 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
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website or hard copy	£Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy	£Nil
Location of main Council postal address	Website or hard copy	£Nil
Staffing structure	Hard copy or email	£Nil
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)		
Annual return form and report by auditor	Website or hard copy	£Nil
Finalised budget	Website or hard copy	£Nil
Precept	Website or hard copy	£Nil
Borrowing Approval letter	Website or hard copy	£Nil
Financial Standing Orders and Regulations	Website or hard copy	Web - £Nil Hard copy £0.20p per sheet + £5.00

		labour + postage cost
Grants given and received	Website or hard copy	£Nil
List of current contracts awarded and value of contract	Website or hard copy	£Nil
Members' allowances and expenses	Hard copy or email	£Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) – in development	Hard copy	£0.20p per sheet + £5.00 labour + postage cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy	£Nil
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy	£Nil
Agendas of meetings (as above)	Website or hard copy	£Nil

Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	£Nil
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	£Nil
Responses to consultation papers	Website or hard copy	Web - £Nil Hard copy £0.20p per sheet + £5.00 labour + postage cost
Responses to planning applications	Website or hard copy	£Nil
Bye-laws	Hard copy	£Nil
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 (N/A) Delegated authority in respect of officers Code of Conduct Policy statements	Website or hard copy	Web - £Nil Hard copy £0.20p per sheet + £5.00 labour + postage cost

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website or hard copy	<p>Web - £Nil</p> <p>Hard copy Disbursement cost + £5.00 labour + postage cost</p>
Information security policy	Website or hard copy	£Nil
Records management policies (records retention, destruction and archive)	Website or hard copy	£Nil
Data protection policies	Website or hard copy	£Nil
Schedule of charges (for the publication of information)	N/A	N/A
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)	Website or hard copy	

Assets register	Hard copy	£0.20p per sheet + £5.00 labour + postage cost
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)	Website, Inspection and hard copy	£0.20p per sheet + £5.00 labour £15.00 per 30- minute inspection cost
Register of members' interests	Website or hard copy	£Nil
Register of gifts and hospitality	Website or hard copy	£Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Burial grounds and closed churchyards	Hard copy	£Nil
Parks, playing fields and recreational facilities	Hard copy	Hiring Agreement
Seating, litter bins, clocks, memorials and lighting	Hard copy	£Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website or hard copy	
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Cosby Neighbourhood Development Plan	Website or hard copy	Web - £Nil Hard copy £0.20p per sheet + £5.00 labour + postage cost

Contact details:

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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 Charge A	Photocopying @ 20p per sheet (black or white)	Actual cost *
Charge B	Photocopying @ 23p per sheet (colour)	Actual cost *
	£5.00 standard charge	Labour time @ 15-20 minutes
	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