



# Publication Scheme

## Ilfracombe Town Council

### 1 Information available from Ilfracombe Town Council under the model publication scheme

This guidance/template gives examples of the kinds of information that Ilfracombe Town Council can provide in order to meet its commitments under the model publication scheme.

Ilfracombe Town 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- The information is archived, out of date or otherwise inaccessible; or,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 Ilfracombe Town Council looks to provide as much information as possible on a routine basis.

### 2 Publishing datasets for re-use

Ilfracombe Town Council must publish under its publication scheme any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable, it 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 Ilfracombe Town 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 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".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Who's who on the Council and its Committees	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Location of main Council office and accessibility details	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Staffing structure	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>

<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)	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Current and previous financial year as a minimum		
Annual return form and report by auditor	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Finalised budget	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Precept	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Borrowing Approval letter	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Financial Standing Orders and Regulations	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Grants given and received	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
List of current contracts awarded and value of contract	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Members' allowances and expenses	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>Website</i>	<i>Free</i>
Current and previous year as a minimum	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Parish Plan (current and previous year as a minimum)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Website</i>	<i>Free</i>

	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Quality status	<i>N/A</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>N/A</i>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<i>Website</i>	<i>Free</i>
Current and previous council year as a minimum	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Agendas of meetings (as above)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Responses to consultation papers	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Responses to planning applications	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Bye-laws	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
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	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
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)	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Information security policy	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Records management policies (records retention, destruction and archive)	<i>Website</i>  <i>Hard copy</i>	<i>Free</i>  <i>1 pence per A4 copy</i>
Data protection policies	<i>Website</i>	<i>Free</i>

	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Schedule of charges (for the publication of information)	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
<b>Class 6 – Lists and Registers</b>	<i>Website</i>	<i>Free</i>
Currently maintained lists and registers only	<i>Hard copy</i> <i>(some information may only be available by inspection)</i>	<i>1 pence per A4 copy</i>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>Electoral roll by inspection</i>	<i>Free</i>
Assets register	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
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)	<i>N/A</i>	
Register of members' interests	<i>Website</i>	<i>Free</i>
	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Register of gifts and hospitality	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
<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)	<i>Website</i>	<i>Free</i>
Current information only	<i>Hard copy</i> <i>(some information may only be available by inspection)</i>	<i>1 pence per A4 copy</i>
Allotments	<i>N/A</i>	
Burial grounds and closed churchyards	<i>N/A</i>	

Community centres and village halls	<i>Lantern Centre &amp; Vision Centre booking procedures – Hard copy</i>	<i>1 pence per A4 copy</i>
Parks, playing fields and recreational facilities	<i>N/A</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Bus shelters	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Markets	<i>N/A</i>	
Public conveniences	<i>Hard copy</i>	<i>1 pence per A4 copy</i>
Agency agreements	<i>N/A</i>	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>N/A</i>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## 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 @ 1p per sheet (black & white)	Actual cost 1p per print/copy*
	Photocopying @ 2p per sheet (colour)	Actual cost 2p per print/copy*
	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>		

\* The actual cost incurred by the public authority

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