



## Information available from Hawarden Community Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Hawarden Community Council to provide in order to meet their commitments under the model publication scheme.

We would expect Hawarden Community Council 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 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- the information is archived, out of date or otherwise inaccessible; or,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 public authorities should 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 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>
<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>	Website	

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<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)	Hard copy or website	Nominal cost
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy in the office	
Finalised budget	Website Minutes	
Precept	Website Minutes	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website Minutes	

List of current contracts awarded and value of contract	Minutes
Members' allowances and expenses	Website
<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	Website Minutes
Community Plan (current and previous year as a minimum)	Not yet prepared
Annual Report (current and previous year as a minimum)	Currently in draft but will be on website
Local charters drawn up in accordance with WG and WLGA guidelines	Website (Jointly with Flintshire County Council)
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website Minutes Hard copy minute file
Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	Website
Agendas of meetings (as above)	Website Hard copies for current Municipal year in office

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy in office for current municipal year	
Responses to consultation papers	Minutes	
Responses to planning applications	Minutes	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website Hard copies in office	
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	
Committee and sub-committee terms of reference	Hard copies in office	
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copies in the office	

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)	Website and Hard copy Hard copies Hard copy and website Website Website Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website and Hard copies In the office
Data protection policies	Website
Schedule of charges (for the publication of information)	N/A (minimal cost dependent upon request)
<b>Class 6 – Lists and Registers</b>	
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)	N/A
Assets register	Internal Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Internal Website
Register of members' interests	Website and hard copy
Register of gifts and hospitality	Internal Website

<p><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)</p>	<p>Website</p>	
<p>Current information only</p>		
<p>Allotments</p>	<p>Website</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>Website</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Website</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Website</p>	
<p>Bus shelters</p>	<p>Website</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Public conveniences</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>Website</p>	
<p>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy in office N/A</p>	
<p><b>Additional Information</b></p>		
<p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

**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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per 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>		

\* the actual cost incurred by the public authority

