



Information available from Chippenham Parish Council under the Model Publication Scheme

We would expect Parish Councils 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- the information is archived, out of date or otherwise inaccessible; or,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".

PUBLICATION SCHEME

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>	<p>WEBSITE www.chippenhamcambis.info</p>	
Who's who on the Council and its Committees	Website Hard copy	Free Electronic copy or 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter	Free Free
Location of main Council office and accessibility details	No physical office	
Staffing structure	Website Clerk	Free Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy	Free Electronic copy or 10p per sheet plus postage
Finalised budget	Hard Copy Clerk	Electronic copy or 10p per sheet plus postage
Precept	Website Hard copy	Free 10p per sheet

		plus postage
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard Copy - Clerk	Free Electronic copy or 10p per sheet plus postage
Grants given and received	Website (minutes) Hard Copy – Clerk	Free Electronic copy or 10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy – Clerk	Electronic copy or 10p per sheet plus postage
Members' allowances and expenses	Website (minutes) Hard Copy – Clerk	Free Electronic copy or 10p per sheet plus postage
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minutes) Hard Copy	Free 10p per sheet plus postage
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (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	Free Free
Agendas of meetings (as above)	Noticeboard Website Hard Copy	Free Free Electronic copy or 10p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free Electronic copy or 10p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Electronic copy or 10p per sheet plus postage
Responses to consultation papers	Website (minutes) Hard Copy	Free Electronic copy or 10p per sheet plus postage
Responses to planning applications	Website (minutes) Hard Copy ECDC Planning Portal	Free Electronic copy or 10p per sheet plus postage
Bye-laws	n/a	
Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers	Website /Hard Copy n/a Hard Copy - Clerk	Free Electronic copy or

Code of Conduct Policy statements	Website /Hard Copy Website /Hard Copy	10p per sheet plus postage
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)	Hard Copy Hard Copy Hard Copy Hard Copy/Website Hard Copy	Electronic copy or 10p per sheet plus postage
Information security policy	Hard Copy	Electronic copy or 10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Hard Copy	Electronic copy or 10p per sheet plus postage
Data protection policies	Hard Copy	Electronic copy or 10p per sheet plus postage
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets register	Hard Copy	Electronic copy or 10p per sheet plus postage
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)	Hard Copy	Electronic copy or 10p per sheet plus postage

Register of members' interests	ECDC and council websites	Free
Register of gifts and hospitality	ECDC and council websites	Free
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	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website Hard Copy	Free Electronic copy or 10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Electronic copy or 10p per sheet plus postage
Bus shelters	Hard Copy	Electronic copy or 10p per sheet plus postage
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:

Clerk – Sally Hughes
chippenhamparishcouncil@hotmail.com
01638 720915 – during normal office hours

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black and white)	Actual cost
Postage	2 nd Class postage	Royal Mail 2nd Class

Date	Version
21 st June 2021	1.0
August 2022	1.1