

# Kea Parish Council publication scheme

Kea 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- the information is archived, out of date or otherwise inaccessible; or,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.

## **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>	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	
Location of main Council office and accessibility details	NA	
Staffing structure	NA	
<p><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)</p>	(hard copy or website)	

Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy	
Finalised budget	Website Hard copy	
Precept	Hard copy	
Borrowing Approval letter	NA	
Financial Standing Orders and Regulations	Website Hard copy	
Grants given and received	Hard copy Minutes in Post office	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	NA	
<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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	NA	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy Minutes in Post office	

Quality status	NA	
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy	
<b>Class 4 – How we make decisions</b> (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)	Website Notice boards	
Agendas of meetings (as above)	Website Notice boards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Minutes in Post office Hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Minutes in Post office Hard copy	
Responses to consultation papers	Website Minutes in Post office Hard copy	
Responses to planning applications	Website Minutes in Post office Hard copy	
Bye-laws	Website Hard copy	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website  Hard copy</p>	
<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  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)</p>	<p>Website  Hard copy</p>	

Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Hard copy	
<b>Class 6 – Lists and Registers</b>		
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)	NA	
Assets register	Hard copy	
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)	NA	
Register of members' interests	Cornwall Council website	
Register of gifts and hospitality	Hard copy	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	NA	
Burial grounds and closed churchyards	NA	
Community centres and village halls	NA	

Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	NA	
Public conveniences	NA	
Agency agreements	NA	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	NA	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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

Adopted by Kea Parish Council : date.....

Chair, Cllr Steve Chamberlain.....

Clerk, Mrs Emma Jenkin.....