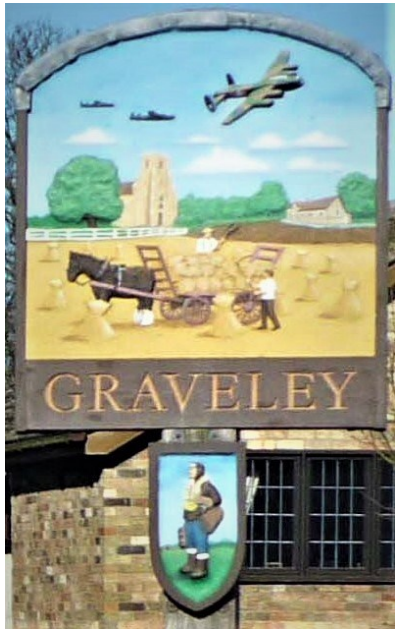
Publication Scheme



Document Configuration Management & Control

Version	Description	Originated	Reviewed	Minute Ref
Version 1	Annual Review	02/11/22	07/05/2024	24/25-35.1
Version 2	Annual Review	23/02/26		

Information available from Graveley Parish Council under the model publication scheme

This Publication Scheme gives examples of the kinds of information that Graveley Parish Council will provide in order to meet their commitments under the model publication scheme.

Graveley 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 Freedom of Information Act (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- the information is archived, out of date or otherwise inaccessible
- 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 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 Licence.
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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Hard copy or website	
Who's who on the Council and its Committees	Website Hard Copy from the Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Noticeboards Hard Copy from the Clerk	Free Free 10p per sheet
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	Hard Copy from the Clerk	10p per sheet
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) Current and previous financial year as a minimum	Hard copy or website	
Annual return form and report by auditor	Hard Copy from the Clerk	10p per sheet
Finalised budget	Hard Copy from the Clerk	10p per sheet
Precept	Hard Copy from the Clerk	10p per sheet
Borrowing Approval letter	Hard Copy from the Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard Copy from the Clerk	10p per sheet
Grants given and received	Hard Copy from the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy from the Clerk	10p per sheet
Members' allowances and expenses	Hard Copy from the Clerk	10p per sheet
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)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy from the Clerk	Free 10p per sheet

Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	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)	Website Hard Copy from the Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Noticeboards Hard Copy from the Clerk	Free Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Noticeboards Hard Copy from the Clerk	Free Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy from the Clerk	10p per sheet
Responses to consultation papers	Hard Copy from the Clerk	10p per sheet
Responses to planning applications	Website SCDC Website Hard Copy from the Clerk	Free Free 10p per sheet
Schedule of charges (for the publication of information)	Hard Copy from Clerk	10p per sheet
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 Code of Conduct Policy statements	Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk	10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet
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)	Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk	10p per sheet 10p per sheet 10p per sheet 10p per sheet

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy from Clerk Hard Copy from Clerk	10p per sheet 10p per sheet
Information security policy	Hard Copy from Clerk	10p per sheet
Records management policies (records, retention, destruction and archive)	Hard Copy from Clerk	10p per sheet
Data protection policies	Hard Copy from Clerk	10p per sheet
Schedule of charges for the publication of information	Hard Copy from Clerk	10p per sheet
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)	Hard copy from Clerk	10p per sheet
Assets register	Hard copy from Clerk	10p per sheet
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 from Clerk	10p per sheet
Register of members' interests	Hard copy from Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
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	Hard Copy from Clerk	10p per sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard Copy from Clerk	10p per sheet
Bus shelters	Hard Copy from Clerk	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy from Clerk	10p per sheet
Services for which the council is entitled to recover a fee, together with fees (e.g. burial fees)	Hard Copy from Clerk	10p per sheet

Contact details

The Clerk to Graveley Parish Council is the first point of contact:

clerk@graveleycambspc.org.uk

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	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation