

# LAPWORTH PARISH COUNCIL

## PUBLICATION INFORMATION



The Freedom of Information Act 2000 provides public access to recorded information<sup>1</sup> held by Parish Councils. It does this in two ways:

- Parish Councils are obliged to publish certain information about their activities;
- members of the public are entitled to request information from Parish Councils.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

This document details the information that the Information Commissioner's Office (ICO) expect Parish Councils to provide in order to meet their commitments under the model publication scheme. The ICO expects 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- the information is archived, out of date or otherwise inaccessible; or,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.

### **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".

### **How the information can be obtained**

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<sup>1</sup> Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

All information marked as **available** can be obtained from the Parish Council website: [www.lapworthpc.org.uk](http://www.lapworthpc.org.uk) or from the Parish Clerk by email or hardcopy (Hardcopy fees may apply: 10p per black and white page, 25p per coloured page and postage at 2nd class rate).

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b> Organisational information, structures, locations and contacts. This will be current information only.	
Who's who on the Council	Available
Contact details for Parish Clerk and Council members	Available
Location of main Council office and accessibility details	Available
Staffing structure	Available
<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 - current and previous financial year as a minimum.	
Annual return form and report by auditor	Available
Finalised budget	Available
Precept	Available
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Available
Grants given and received	Available
List of current contracts awarded and value of contract	Not applicable
Members' allowances and expenses	Available
<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.	
Annual return form and report by auditor	Available
Quality status	Not Applicable
Local charters drawn up in accordance with DCLG guidelines	Not Applicable
<b>CLASS 4 – HOW WE MAKE DECISIONS</b> Decision making processes and records of decisions - current and previous council year as a minimum.	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available

Agendas of meetings (as above)	Available
Minutes of meetings (as above) N.B. this will exclude information that is properly regarded as private to the meeting.	Available
Reports presented to council meetings N.B. this will exclude information that is properly regarded as private to the meeting.	Available
Responses to consultation papers	Available
Responses to planning applications	Available
Bye-laws	Not applicable
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>	
Current written protocols, policies and procedures for delivering our services and responsibilities - current information only.	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Available
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Available
<ul style="list-style-type: none"> <li>• Information security policy</li> </ul>	Available
Records management policies (records retention, destruction and archive)	Available
Data protection policies	Available
Schedule of charges (for the publication of information)	Available
<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)	Not applicable
Assets register	Available
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)	Not applicable
Register of members' interests	Available from WDC
Register of gifts and hospitality	Not applicable

**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.

Allotments	Available
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Available by inspection
Seating, litter bins, clocks, memorials and lighting	Available
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Available
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)	Available

**Information not included:**

If the information you require is not already published by the Council you are entitled to request the information. Send your written request to the Clerk, including your name, address for correspondence, and a description of the information you require.

The Parish Council can refuse a request if:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.
- It falls within the number of exemptions defined in the FOI Act.
- The information does not exist

For more information about making a Freedom of Information request please see: <https://www.gov.uk/make-a-freedom-of-information-request>

**Contact details:**

The Clerk, Lapworth Parish Council: 19 Brooke Road, Kenilworth tel: 0771253173 email: [clerk@lapworthpc.org.uk](mailto:clerk@lapworthpc.org.uk)

Lapworth Parish Council website: [www.lapworthpc.org.uk](http://www.lapworthpc.org.uk)

Signed (Chair): Cllr Henderson

Date: 12<sup>th</sup> June 2023

Date for next review: June 2024