

Freedom of Information Act – Publication Scheme

Information available from Rockhampton Parish Council under the ICO Model Publication Scheme

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".

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED (inspection, hard copy and/or website)	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>		
Who's who on the Council and its Committees	Website Hard Copy	Free Hardcopy - Disbursement
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk: Council Members: Parish Council website: Hard Copy: Village Notice Board:	cost Free Hardcopy - Disbursement cost
Location of Main Council Office and Accessibility Details	Website Hardcopy	Free Hardcopy - Disbursement cost
Staffing Structure	One Employee - Clerk	Disbursement cost

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

Annual Return Form and Report by Auditor	Hard Copy via Clerk	Disbursement cost
Finalised Budget	Hard Copy via Clerk	Disbursement cost
Precept	Hard Copy via Clerk	Disbursement cost
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free Disbursement cost
Grants Given and Received	Hard Copy via Clerk	Disbursement cost
List of Current Contracts Awarded and Value of Contract	Hard Copy via Clerk	Disbursement cost
Members' Allowances and Expenses	No Members' Allowance Travel Expenses and Training Only	

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections, and reviews)

Parish Plan (current and previous year as a minimum)	N/A	
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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free Disbursement cost
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website Hard Copy	Free Disbursement cost
Agendas of meetings (as above)	Website Hard Copy	Free Disbursement cost
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free Disbursement cost
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Disbursement cost
Responses to consultation papers	Hard Copy	Disbursement cost
Responses to planning applications	Hard Copy SGC Online Planning Website	Disbursement cost Free Free
Byelaws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders* Committee and Sub-Committee Terms of Reference</p>	<p>Contact the Clerk * Standing Orders - Website</p>	<p>Disbursement cost Free</p>
<p>Delegated Authority in Respect of Officers Code of Conduct Policy Statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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>Contact the Clerk</p>	<p>Disbursement cost</p>
<p>Information Security Policy</p>	<p>N/A</p>	
<p>Records Management Policies (records retention, destruction, and archive)</p>	<p>N/A</p>	
<p>Data Protection Policies</p>	<p>Website Contact Clerk</p>	<p>Free Disbursement cost</p>
<p>Schedule of Charges (for the publication of information)</p>	<p>Within this document</p>	

Class 6 – Lists and Registers		
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)		
Assets Register	Contact Clerk Website	Disbursement cost Free
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)	N/A	
Register of Members' Interests	Contact Clerk Website SGC Online Democratic Services	Disbursement cost Free Free
Register of Gifts and Hospitality	Contact Clerk	Disbursement cost
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, Burial Grounds and Closed Churchyards	None	
Community Centres and Village Halls	Contact Rockhampton Village Hall via Village Website	
Parks, Playing Fields, and Recreational Facilities	None	

Seating, Litter Bins, Clocks, Memorials and Lighting	Available for inspection	Free of charge
Bus Shelters, Public Conveniences	None	
Markets	None	
Agency Agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details: Rockhampton Parish Council Clerk
 Name: Mr James Carpenter
 Address: Whitegates
 Sundayshill Lane
 Falfield, Wotton under Edge
 Gloucestershire
 GL12 8DQ
 Telephone: 01454 260433
 Email: rockhamptobnpc@gmail.com
 Website: rockhamptonparishcouncil.co.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 @ 50p per side of an A4 sheet in black/white	Actual cost* (to allow for cost of staff time in procuring information)
	Photocopying @ £1.00 p per side of an A4 sheet in colour	Actual cost* (to allow for cost of staff time in procuring information)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other Emails, letters, reports	(copies of) 50p per side of an A4 sheet	(to allow for cost of staff time in procuring the information)

* the actual cost incurred by the public authority

Reviewed / Amended / Approved	Date	Minute reference
Amended & Approved	6 th July 202	20/29.1.
Reviewed & Approved	23 rd August 2021	116/21.3.1
Reviewed & Approved	21 st November 2022	185/22.1.2.
Reviewed & Approved	21 st June 2023	238/23.4.