



Fenstanton Parish Council

Information available from Fenstanton Parish Council under the model publication scheme

INTRODUCTION

The guidance is not meant to give an exhaustive list of everything covered by Fenstanton Parish Council's 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".



Fenstanton Parish Council

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This is current information only.	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk	Website
Location of main Council office and accessibility details	Website
Staffing structure (TBC)	Website
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	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of (any) current contracts awarded and value of contract	Parish Clerk



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

(Strategies and plans, performance indicators, audits, inspections and reviews)
Current and previous year

Annual Report to Parish Meeting	Website
Quality status	Parish Clerk

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council and any committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Clerk
Responses to planning applications	Parish Clerk

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements, including:</p> <ul style="list-style-type: none"> • Safeguarding policy • Anti Bullying and Harassment policy • Disclosure of Malpractice (Whistleblower) policy 	Website
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Fenstanton Parish Council

<ul style="list-style-type: none"> Complaints Policy 	
<p>Policies and procedures for the employment of staff:</p> <p>Equality and diversity policy Health and safety policy Recruitment and selection policy Lone working Policy</p>	website
<p>Policies and procedures for handling requests for information:</p> <p>Records management policies (records retention, destruction and archive) Data protection policy (GDPR) Making an information request</p>	Website
<p>Class 6 – Lists and Registers</p> <p><i>Currently maintained lists and registers only</i></p>	
Assets register	Parish Clerk
Register of members’ interests	website
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only</i></p>	
Burial grounds – open graveyard only	website
Parks, playing fields and recreational facilities	website
Seating, litter bins, clocks, memorials and lighting	Parish Clerk
Bus shelters	Parish Clerk
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	website



Fenstanton Parish Council

Contact details:

6 High Street, Fenstanton PE28 9LQ
clerk@fenstantonparishcouncil.org.uk
01480 465300
www.fenstantonpc.org

For details of current policies under review:

<https://www.dropbox.com/sh/qkh5qpuwd685x7x/AABjvsXnULKLDgh1jaZFarGWa?dl=0>

Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20