



HELMDON PARISH COUNCIL PUBLICATION SCHEME



The Freedom of Information Act 2000 provides public access to recorded information¹ 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- the information is archived, out of date or otherwise inaccessible; or,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".

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

How the information can be obtained

All information marked as **available** can be obtained from the Parish Council website: www.helmdonparishcouncil.gov.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
CLASS 1 - WHO WE ARE AND WHAT WE DO		
Organisational information, structures, locations and contacts. This will be current information only.		
Who's who on the Council and its Committees		Available
Contact details for Parish Clerk and Council members		Available
Location of main Council office and accessibility details		Available
Staffing structure		Available
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		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
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.		
Action Plan		Available
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		Available
Quality status		Not Applicable
Local charters drawn up in accordance with DCLG guidelines		Not Applicable
CLASS 4 – HOW WE MAKE DECISIONS		
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
CLASS 5 – OUR POLICIES AND PROCEDURES	
Current written protocols, policies and procedures for delivering our services and responsibilities - current information only.	
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	Available
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) - Policies and procedures for handling requests for information - Complaints procedures (including those covering requests for information and operating the publication scheme)	Available
Information security policy	Available
Records management policies (records retention, destruction and archive)	Available
Data protection policies	Available
Schedule of charges (for the publication of information)	Available
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)	Available
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)	Available by inspection

Register of members' interests	Available from the Clerk
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 by inspection
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	Not applicable
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 in this publication scheme

If the information you require is not already published by the Council then 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.

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, Helmdon Parish Council: 34 Peveril Road, Greatworth, OX17 2DN tel: 01295 768588 email: clerk@helmdonparishcouncil.gov.uk.

Helmdon Parish Councils website: www.helmdonparishcouncil.gov.uk

Signed (Chair):

Date:

Date for next review: June 2025