



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME



Burghfield Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme provided by Information Commissioner's Office.

Burghfield Parish Council is committed to reviewing and updating the information provided on a routine basis to enhance the information provided to its residents and to remain transparent.

Burghfield Parish Council will make the information 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 our website or a website belonging to another organisation; 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- the information is archived, out of date or otherwise inaccessible; or,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.



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME

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 License](#).

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
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Website	
Who's who on the Council and its Committees	Website (councillor email contact details also on public noticeboards and in newsletters)	
Contact details for Clerk and Council members	Website, on noticeboards, social media and council newsletters	
Staffing structure	Website	
<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	(hard copy or website)	



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME

Annual return form and report by auditor	Website and hard copy on request	
Finalised budget	Website	
Precept	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website as and when appropriate	
CIL Receipts	Website	
<b>Class 3 – What our priorities are and how we are doing</b> Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website	
Neighbourhood plan	Draft format only	
Annual Reports (current and previous year as a minimum)	Website - within minutes of the Council	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website – within minutes of the Council	
Timetable of meetings (Council and any committee/sub-committee meetings)	Website – within calendar	
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	



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME

Responses to consultation papers	Website – within minutes of the Council minutes	
Responses to planning applications	Website – within Planning Committee minutes	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and other terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Website – in standing orders Website – in financial regulations Website Website	
Policies and procedures for the provision of services and about the employment of staff: 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)	Website Website In accordance with employment law In accordance with law Website	
Information security policy	Website – privacy notice	



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME

Records management policies (records retention, destruction and archive)	Website – privacy notice	
Data protection policies	Website – privacy notice	
Schedule of charges (for the publication of information)	Information is free from the website and printing costs are on the Schedule of Charges on page 7 of this document.	
<b>Class 6 – Lists and Registers</b> 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)		
Assets register	Website	
Register of members’ interests	Local Authority Website	
Register of gifts and hospitality	Local Authority Website where applicable	
<b>Class 7 – The services we offer</b> (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	Allotment noticeboards	
Community information services provided by other organisations	Website and upon request	
Public conveniences		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	



# BURGHFIELD PARISH COUNCIL PUBLICATION SCHEME

Contact details: Burghfield Parish Council, P.O Box 7381, Reading, RG1 9XP

0118 983 1748

[enquiries@burghfieldparishcouncil.gov.uk](mailto:enquiries@burghfieldparishcouncil.gov.uk)

[www.burghfieldparishcouncil.gov.uk](http://www.burghfieldparishcouncil.gov.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
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet and 20p per A3 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Reviewed: March 2024