



Barley Parish Council

**Freedom of  
Information Act  
Publication Scheme**

April 2024  
Review Date: April  
2027

Barley 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 produced by Information Commissioner's Office.

Barley Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

Barley 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 EIR 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- the information is archived, out of date or otherwise inaccessible; or,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".

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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 and its Committees	Hard copy

Contact details for Parish Clerk and Council members	Website
Location of main Council office and accessibility details	Hard copy
Staffing structure	Hard copy
<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	
Annual return form and report by auditor	Hard copy or Website
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Not applicable
Standing Orders and Financial Regulations	Hard copy or Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members’ allowances and expenses	Hard copy
<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 available from February 2017	
Parish/Action/Business Plan – if and when available	Hard copy
Annual Report to Parish Meeting	Hard copy or Website
Local charters and partnership agreements	Hard copy

<p><b>Class 4 – How we make decisions</b>          Decision making processes and records of decisions</p> <p>Current and previous council year</p>	
<p>Timetable of meetings          Council and any committee/sub-committee meetings and parish meetings</p>	<p>Website</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy or Website</p>
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy or Website</p>
<p>Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>
<p>Responses to planning applications</p>	<p>Hard copy</p>
<p>Bye-laws</p>	<p>Not currently applicable</p>
<p><b>Class 5 – Our policies and procedures</b>          Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p>Current information only</p>	

Policies and procedures for the conduct of council business:	Website
Procedural standing orders	Website
Code of Conduct Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy or Website
Equal Opportunities policy	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Data protection policy	Website
Schedule of charges (for the publication of information)	Website

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	Some information may only be available by inspection
Any publicly available register or list	Hard copy
Assets register	Hard copy
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 held
Register of members’ interests	Website
Register of gifts and hospitality	Hard copy
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	Hard copy
<b>Additional Information</b>	

SCHEDULE OF CHARGES (if items supplied hardcopy, subject to council policy)

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	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>		

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<https://www.barley-village.co.uk/>

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