



Publication Scheme

This policy was adopted by the Council at its meeting held on 10 February 2022 and was last reviewed at its meeting held on 10 July 2025

1. The Scheme

Information available from Darrington Parish Council under the model publication scheme.

This document covers the kinds of information that the Information Commissioners Office expects parish councils to provide to meet their commitments under the Model Publication Scheme.

The expectation is that parish councils make the information in this definition document available unless:

- i it does not hold the information;
- ii the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- iii 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;
- iv the information is archived, out of date or otherwise inaccessible; or,
- v it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a 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.

2. 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".

This document lists the information that is readily available under the Publication Scheme and how it may be accessed.

3. Information available from Darrington Parish Council under the Publication Scheme

The information contained in this publication Scheme for Darrington Parish Council can be accessed from www.darrington-pc.gov.uk, or requested via email to clerk@darrington-pc.gov.uk, or a hard copy can be obtained on request from the Proper Officer (telephone number provided below).

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>Current information only</i>		
Who's who on the Council	Website Hard copy	Free 10 pence a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy	Free 10 pence a sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10 pence a sheet
Staffing structure	n/a	n/a

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) <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website Hard copy	Free 10 pence a sheet
Adopted budget	Website Hard copy	Free 10 pence a sheet
Precept – published as part of the adopted budget	Website Hard copy	Free 10 pence a sheet
Borrowing Approval letter	n/a	n/a

Information to be published	How the information can be obtained	Cost
Adopted Standing Orders and Financial Regulations	Website Hard copy	Free 10 pence a sheet
Grants given and received	Hard copy	10 pence a sheet
List of current contracts awarded and value of contract	Hard copy	10 pence a sheet
Members' allowances and expenses	n/a	n/a

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Audit details are on the website in line with the Transparency Code</i>		
Annual Report to Parish <i>(current and previous year as a minimum)</i>	On request – hard copy	10 pence a sheet
Internal Audit Report	Website Hard copy	Free 10 pence a sheet
External Audit Report	Website Hard copy	Free 10 pence a sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council and parish meetings)	Website Hard copy	Free 10 pence a sheet
Agendas of meetings	Website Hard copy	Free 10 pence a sheet
Minutes of meetings - this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10 pence a sheet

Information to be published	How the information can be obtained	Cost
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	On request - hard copy	10 pence a sheet
Responses to consultation papers	n/a	
Responses to planning applications	Wakefield District Council Planning Portal Hard copy	Free 10 pence a sheet
Bye-laws	n/a	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
<u>Policies and procedures for the conduct of council business:</u> Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Finance Regulations Code of Conduct Policies	Website Hard copy	Free 10 pence a sheet
Policies and procedures for the provision of services and about the employment of staff	n/a	
Policies and procedures for handling requests for information	Website Hard copy	Free 10 pence a sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10 pence a sheet
Information security policy	Website Hard copy	Free 10 pence a sheet

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10 pence a sheet
Data protection policies	Website Hard copy	Free 10 pence a sheet
Schedule of charges (for the publication of information)	Attached to this document	

Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Assets register	Website Hard copy	Free 10 pence a sheet
Register of members' interests	Website Hard copy	Free 10 pence a sheet
Register of gifts and hospitality	Website Hard copy	Free 10 pence a sheet
Cemetery Register of Burials	n/a	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Seating, litter bins, grit bins, notice boards, bus shelters, memorials, lighting, dog waste stations, etc.	Website Hard copy	Free 10 pence a sheet
Markets	n/a	

Information to be published	How the information can be obtained	Cost
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees	n/a	

Additional Information

If there is any information you would like in relation to the Parish Council, please visit the website in the first instance. If the information you are looking for has not been published, please contact clerk@darrington-pc.gov.uk.

4. Contact details

Mrs Joanne Jones
Proper Officer to Darrington Parish Council
Tel 07956 974634
Email clerk@darrington-pc.gov.uk

5. Schedule of charges

DESCRIPTION

Disbursement cost Photocopying @ .10p per sheet (colour copy)

BASIS OF CHARGE

Cost Incurred