



Little Gaddesden Parish Council Publication Scheme

Little Gaddesden Parish Council's procedure for providing information to the public was reviewed and agreed at the meeting of the Council on 20 March 2023.

Little Gaddesden Parish Council (LGPC) 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 the Information Commissioner's Office. This LGPC is committed to providing as much information as possible on a routine basis and information categories will be kept under review.

LGPC will make information available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations 2004 exemptions, 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- the information is archived, out of date, or otherwise inaccessible; or,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 impracticable or resource-intensive to prepare the material for routine release

Publishing datasets for re-use

Public Authorities must publish under this scheme any data set 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.

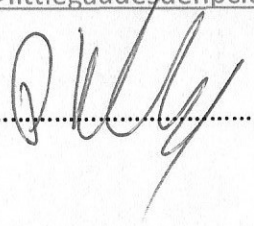
If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specific licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that the public authorities make datasets available for re-use under the Open Government Licence.

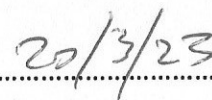
The term dataset is defined under section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19 (8) of FOIA. The ICO has published guidance on the dataset provision of FOIA. This explains what is meant by 'not appropriate' and 'capable of reuse'

The Clerk is contactable by email: clerk@littlegaddesdenpc.org.uk or by mobile 07951 105801, or in writing via the Village Hall, Church Road, Little Gaddesden, HP4 1NX

Signed by the Chair of LGPC

.....


Dated

.....


CLASS OF INFORMATION	HOW THIS CAN BE OBTAINED	COST
1. Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance	Website and main noticeboard or photocopy from Parish Clerk	Free from web site www.littlegaddesden.org.uk (10 pence per sheet) Cost of 2 nd class postage
2. What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	Website or photocopy from Parish Clerk Copies of Standing Orders Financial Regulations, budget papers, report of internal and external auditor, copies of expenditure reports, copy minutes	Free from web site (10 pence per sheet) Cost of 2 nd class postage
3. What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews	Website or photocopy from Parish Clerk Parish plan, Parish survey, CACA, minutes of Annual Parish Meeting, Objectives for the current year	Free from web site (10 pence per sheet) Cost of 2 nd class postage
4. How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations	Website or photocopy from Parish Clerk Agendas, minutes, application forms, co-option procedures Meetings calendar	Free from web site (10 pence per sheet) Cost of 2 nd class postage
5. Our policies and procedures Current written protocols for delivering our functions and responsibilities	Website or photocopy from Parish Clerk Standing Orders, Financial Regs. Policies/procedures re Green and Playing Field, Risk Assessment, Code of Conduct, Complaints, Documents and Records Retention and Security, Planning, Notice boards, Public participation at meetings, Training & Development, Equality.	Free from web site (10 pence per sheet) Cost of 2 nd class postage
6. Lists and Registers Currently maintained lists and registers only	Website Any publicly available register or list such as register of members interests, asset registers, gifts and hospitality,	Free from website (10 pence per sheet) Cost of 2 nd class postage
7. The services we offer Information about the services we offer current information only	Website, email updates Playing fields, recreational facilities, seating, litter bins, memorials, owner and custodian of village hall, landlord / freeholder of Scout Hut, Bowls Club, Sports Pavillion, Bowls club car park	Free from website