



## Information available from Ravenfield Parish under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community 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- the information is archived, out of date or otherwise inaccessible; or,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.

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.

### **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>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(website and/or hard copy)	Free
Who's who on the Council and its Committees	Website or hardcopy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hardcopy	Free
Location of main Council office and accessibility details	Website or hardcopy	Free
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 as a minimum	(website and/or hard copy)	Free
Annual return form and report by auditor	Website or hardcopy	Free
Finalised budget	Website or hardcopy	Free
Precept	Website or hardcopy	Free
Borrowing Approval letter	Hard copy	Free

Financial Standing Orders and Regulations	Hardcopy	£2.00 each
Grants given and received	Hardcopy	Free
List of current contracts awarded and value of contract	Hardcopy	Free
Members' allowances and expenses	Hardcopy	Free
<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 as a minimum	(website or hard copy; some information may only be available by inspection)	
Parish Plan (current and previous year as a minimum)	Inspection by contacting the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Inspection by contacting the Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(website or hard copy; some information may only be available by inspection)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hardcopy	Free

Agendas of meetings (as above)	Website and hardcopy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hardcopy	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy	£1.00 a copy
Responses to consultation papers	Hardcopy	£1.00 a copy
Responses to planning applications	Hardcopy	Free
Bye-laws (currently not applicable)		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(website or hard copy; some information may only be available by inspection)	
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	Website and hardcopy Currently N/A Hard copy Hard copy and website Hard copy and website	£2.00 a copy  Free Free Free
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	Hardcopy	Free

Equality and diversity policy	Website and hardcopy	Free
Health and safety policy	Hardcopy	Free
Recruitment policies (including current vacancies)	Hardcopy	Free
Policies and procedures for handling requests for information	Hardcopy	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and hardcopy	Free
Information security policy		
Records management policies (records retention, destruction and archive)	Hardcopy	Free
Data protection policies	Website and hardcopy	Free
Schedule of charges (for the publication of information)	Hardcopy	Free
<b>Class 6 – Lists and Registers</b>	(website or hard copy; some information may only be available by inspection)	
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)		
Assets register	Hardcopy	Free
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)		
Register of members' interests	Website and hardcopy	Free
Register of gifts and hospitality	Inspection by contacting the	Free

	Clerk	
<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	(website or hard copy; some information may only be available by inspection)	
Allotments (not currently in use)		
Burial grounds and closed churchyards – not applicable		
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Hardcopy	Free
Seating, litter bins, clocks, memorials and lighting	Hardcopy	Free
Bus shelters – not applicable		
Markets – not applicable		
Public conveniences – not applicable		
Agency agreements	Hardcopy	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter	Website and hardcopy	Free

**Contact details:**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ .8p per sheet (colour)	Actual cost 8p
	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

Date Adopted: 22 August 2015

Date Reviewed: 8 May 2025

Minute: 104/25 (g)