

Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You 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- the information is archived, out of date or otherwise inaccessible; or,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.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you 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 you are the only owner, you 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 [2018 section 45 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 Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Little Wilbraham and Six Mile Bottom Parish council under the Freedom of Information Act model publication scheme

Reviewed November 2025

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy	Free 15p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy	Free 15p per A4 sheet
Location of main Council office and accessibility details	Website	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 15p per A4 sheet

Finalised budget	Website	Free
	Hard copy	15p per A4 sheet
Precept	Hard copy	15p per A4 sheet
Borrowing Approval letter	Hard copy	15p per A4 sheet
All items of expenditure above £100	Website	Free
	Hard copy	15p per A4 sheet
Financial Standing Orders and Regulations	Website	Free
	Hard copy	15p per A4 sheet
Grants given and received	Hard copy	15p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	15p per A4 sheet
Members' allowances and expenses	Hard copy	15p per A4 sheet
Class 3 – What our priorities are and how we are doing		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
	Hard copy	15p per A4 sheet
Annual Report to Parish or Community Meeting	Hard copy	15p per A4 sheet
	Website	Free
Minutes of annual meeting of the parish	Website	Free
	Hard copy	15p per A4 sheet
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard and Website	Free
Agendas of meetings	Noticeboard and website	Free
	Hard copy	15p per A4 sheet

Minutes of meetings– excluding material that is properly considered to be exempt from disclosure	Noticeboard and website Hard copy	Free 15p per A4 sheet
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Hard copy Website	15p per A4 sheet Free
Responses to consultation papers	Hard copy	15p per A4 sheet
Responses to planning applications	Hard copy Website and noticeboard (in minutes)	15p per A4 sheet Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Standing orders • Financial regulations • Code of Conduct • Complaints policy • Document retention and disposal policy • Equality policy • Information and data protection policy • Press and media policy • Privacy notice • Removable media policy • Safeguarding children and adults at risk of harm policy • Health and safety policy • Grievance procedure policy • Disciplinary procedure policy • Social media and electronic communication policy • Biodiversity policy 	Website Hard copy	Free 15p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		

Assets register, including details of public land and building assets	Website	Free
	Hard copy	15p per A4 sheet
Register of members' interests	Website	Free
	Hard copy	15p per A4 sheet
Register of gifts and hospitality	Hard copy	15p per A4 sheet
<p>Class 7 – The services we offer</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>		
Allotments	Website	Free
	Hard copy	15p per A4 sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard copy	15p per A4 sheet
Seating, litter bins, lighting and noticeboards	Hard copy	15p per A4 sheet
Speed signs	Hard copy	15p per A4 sheet
Defibrillators	Website	Free
	Hard copy	15p per A4 sheet

Any postage costs will be incurred at 2nd Class Royal Mail postage cost.

Contact details Parish clerk: Hayley Livermore, 28 Ox Meadow, Bottisham, Cambridge, CB25 9FL clerk@lwsmb-pc.gov.uk