

Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
Herts HP3 0HJ

Tel: 01442 833036

Email: office@bovingdonparishcouncil.gov.uk

Website: www.bovingdonparishcouncil.gov.uk



Publication Scheme

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- Publishing datasets for re-use
- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum
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- Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only
- Lists and registers
Current information only
- The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
Current information only
- Schedule of charges

Adapted from guidance supplied by the Information Commissioners Office



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Our commitment

Bovingdon 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 this model publication scheme produced by the Information Commissioner's Office.

Bovingdon Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed. Bovingdon 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- the information is archived, out of date or otherwise inaccessible; or,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

As a public authority, we must publish under our publication scheme any dataset we hold that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we 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 we are the only owner, we 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".

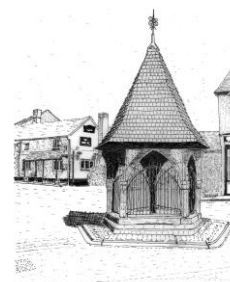
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This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website/hard copy	See schedule of charges
Details of any representation on local public bodies		
Postal and email address	Website/hard copy	See schedule of charges
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone number and email addresses		
Location of main Council office and accessibility details	Website/noticeboards	
Staffing structure	Website/noticeboards	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) 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	See schedule of charges
Finalised budget	Website/hard copy	See schedule of charges
Precept	Website/hard copy	See schedule of charges

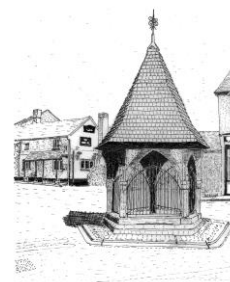
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Borrowing Approval letter	n/a	
All items of expenditure above £100	Website/hard copy	See schedule of charges
Financial Standing Orders and Regulations	Website/hard copy	See schedule of charges
Grants given and received	Website/hard copy	See schedule of charges
List of current contracts awarded and value of contract	Cleaning of Public Toilets	See schedule of charges
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) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website/hard copy	See schedule of charges
Parish Plan	Neighbourhood Plan	See schedule of charges
Annual Report to Parish or Community Meeting	Website/hard copy	See schedule of charges
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	n/a	

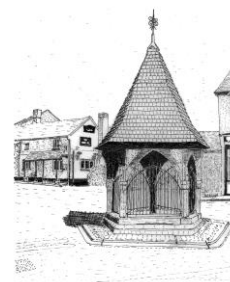
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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/noticeboards/ hard copy	See schedule of charges
Agendas of meetings (as above)	Website/hard copy	See schedule of charges
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/hard copy	See schedule of charges
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/hard copy	See schedule of charges
Responses to consultation papers	Website/hard copy	See schedule of charges
Responses to planning applications	Local Planning Authority/website via minutes	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct 	Website/hard copy Website/hard copy Website/hard copy Website/hard copy	See schedule of charges See schedule of charges

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• Policy statements	Website/hard copy	See schedule of charges
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>n/a</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p> <p>Website/hard copy</p>	<p>See schedule of charges</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Via Parish Clerk if applicable</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Via Parish Clerk if applicable</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Website/hard copy</p>	<p>See schedule of charges</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Website/hard copy</p>	<p>See schedule of charges</p>

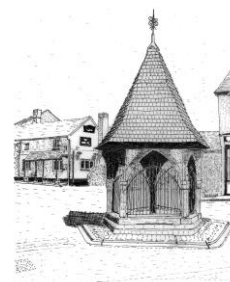
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Register of members' interests	Website/hard copy	See schedule of charges
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website for information regarding the Memorial Hall	
Parks, playing fields and recreational facilities	Via Parish Clerk	See schedule of charges
Seating, litter bins, clocks, memorials and lighting	Via Parish Clerk	See schedule of charges
Bus shelters	Via Parish Clerk	See schedule of charges
Markets	n/a	
Public conveniences	Website/local newsletter	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	n/a	

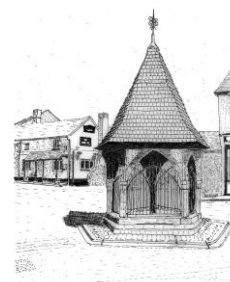
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Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Not applicable	

* The actual cost incurred by the Parish Council for the whole document request (number of pages x price per copy)