

# PUBLICATION SCHEME

APPROVED ON:

REVIEW DATE:

## 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>
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**Class 1 - Who we are and what we do**

*(Organisational information, structures, locations and contacts)*

*This will be current information only*

*Who's who on the Council and its Committees*

Website	Free
Hard Copy from the Clerk	10p Per Sheet
Parish Notice Boards	Free

*Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))*

Website	Free
Hard Copy from the Clerk	10p Per Sheet
Parish Notice Boards	Free

*Location of main Council office and accessibility details*

Website	Free
Hard Copy from the Clerk	10p Per Sheet
Parish Notice Boards	Free

**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). Current and previous financial year as a minimum*

*Annual return form and report by auditor*

Hard Copy from the Clerk	10p Per Sheet
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*Finalised Budget*

Hard copy from the Clerk	10p per sheet
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*Precept*

Hard copy from the Clerk	10p per sheet
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*Financial Standing Orders and Regulations*

Hard copy from the Clerk	10p per sheet
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*Grants given and received*

Hard copy from the Clerk	10p per sheet
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*List of current contracts awarded and value of contract*

Hard copy from the Clerk	10p per sheet
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*Members' allowances and expenses*

Hard copy from the Clerk	10p per sheet
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**Class 3 – What our priorities are and how we are doing**

**Clerk: Abiola Sho-Silva**

**T:** 07748 986 109 **M:** [clerk@keresley-pc.gov.uk](mailto:clerk@keresley-pc.gov.uk)

c/o Keresley Community Library, Bennetts Road, COVENTRY CV7 8HX

*(Strategies and plans, performance indicators, audits, inspections and reviews)*

<i>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</i>	Website	Free
	Hard Copy from the Clerk	10p Per Sheet

**Class 4 – How we make decisions**

*(Decision making processes and records of decisions). Current and previous council year as a minimum*

<i>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</i>	Website	Free
	Parish Noticeboard	Free
	Hard copy from the Clerk	10p per sheet
<i>Agendas of meetings (as above)</i>	Parish Noticeboard (3 days prior to meeting)	Free
	Hard copy from the Clerk	10p per sheet
<i>Minutes of meetings (as above) - N.B. this will exclude information that is properly regarded as private to the meeting.</i>	Website	Free
	Hard copy from the Clerk	10p per sheet
<i>Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from the Clerk	10p per sheet
<i>Responses to consultation papers</i>	Hard copy from the Clerk	10p per sheet
<i>Responses to planning applications</i>	Hard copy from the Clerk	10p per sheet

**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:*

<i>Procedural standing orders</i>	Hard copy from the Clerk	10p per sheet
	Website	Free
<i>Code of Conduct</i>	Hard copy from the Clerk	10p per sheet
	Website	Free

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*Policies and procedures for the provision of services and about the employment of staff:*

<i>Policies and procedures for handling requests for information</i>	Website	Free
	Hard copy from the Clerk	10p per sheet
<i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>	Website	Free
	Hard copy from the Clerk	10p per sheet
<i>Schedule of charges (for the publication of information)</i>	Website	Free
	Hard copy from the Clerk	10p per sheet

**Class 6 – Lists and Registers**

*Current maintained lists and registers only*

<i>Assets Register</i>	Website	Free
	Hard copy from the Clerk	10p per sheet
<i>Register of members' interests</i>	Website (Keresley and Coventry City Council)	Free
	Hard copy from the Clerk	10p per sheet
<i>Risk Register</i>	Website	Free
	Hard copy from the Clerk	10p per sheet

**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*

N/A

**Additional Information**

*This will provide Councils with the opportunity to publish information that is not itemised in the lists above*

<i>Clerks contract of employment</i>	Hard copy from the Clerk	10p per sheet
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## SCHEDULE OF CHARGES

<i>Type of Charge</i>	<i>Description</i>	<i>Basis of Charge</i>
<i>Disbursement cost</i>	Photocopying/Printing @ 10p per sheet (black & white)	Ink/Power Costs
	Postage	Actual cost of Royal Mail standard 2nd class
<i>Statutory Fee</i>	Varies	Dependent on statutes and subject to change

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