



## Bideford Town Council

### Information available from Bideford Town Council under the model publication scheme

#### **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".

#### **Class1 - Who we are and what we do**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who we are and what we do (Organisational information, structures, locations and contacts)	Website Hard Copy	Free 10p per sheet
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per sheet
Staffing structure	Website Hard Copy	Free 10p per sheet

## **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

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Governance and Accounting return, public inspection dates will be displayed on the Council notice board for 30 days including the first 10 working days of July.	Website Hard Copy	Free 10p per sheet
Finalised Budget and Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet

## **Class 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

## **Class 4 – How we make decisions**

Decision making processes and records of decisions, current and previous. Current and previous Council year as a minimum.

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Website	Free

	Hard Copy	10p per sheet
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### **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:		
Procedural standing orders	Website / Hard Copy	10p per sheet
Committee and sub-committee terms of reference	Hard Copy	10p per sheet
Delegated authority in respect of officers	Hard Copy	10p per sheet
Code of Conduct	Website / Hard Copy	10p per sheet
Policy statements	Hard Copy	10p per sheet
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	Hard Copy	10p per sheet
Equality and diversity policy	Website / Hard Copy	10p per sheet
Health and safety policy	Website / Hard Copy	10p per sheet
Recruitment policies (including current vacancies)	Hard Copy	10p per sheet
Policies and procedures for handling requests for information	Website / Hard Copy	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard Copy	10p per sheet
Information security policy	Hard Copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet
Data protection policies	Hard Copy	10p per sheet
Schedule of charges (for the publication of information)		

### **Class 6 – Lists and Registers**

Currently maintained lists and registers only. Some information may only be available by inspection.

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard Copy	Free 10p per sheet
Assets register	Hard Copy	10p per sheet
Register of members' interests	Inspection	
Register of gifts and hospitality	Inspection	

### **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	Website / Hard Copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Pannier Market	Website / Hard Copy	10p per sheet
Bus Shelters	Hard Copy	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### **Contact details:**

Mr Paul Swan, Town Clerk  
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Town Hall  
Bideford  
EX39 2HS

Tel: 01237 428938  
Email: [townclerk@bidefordtowncouncil.co.uk](mailto:townclerk@bidefordtowncouncil.co.uk)  
Website: [www.bideford-tc.gov.uk](http://www.bideford-tc.gov.uk)

## **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 @ 10p per sheet (black & white)	Actual cost of copying and administration time
	Photocopying @ 20p per sheet (colour)	Actual cost of copying and administration time
	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)

Review: Biennially. Next Review: March 2026