

The Parish Council of Little Harrowden

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Model Publication Scheme



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' (N/A) in the table.

Policy Reviewed and Adopted: 08.11.2023
Updated and Adopted: 15th April 2026

Signed:

Name:

Position:

Date:

Purpose of the Publication Scheme

This Publication Scheme has been prepared and approved by Little Harrowden Parish Council in accordance with the requirements of the Freedom of Information Act 2000. It outlines how the Parish Council will make information available to the public, ensuring transparency and accessibility in its operations. It:

- Ensures compliance with the Freedom of Information Act 2000.
- Sets out the classes of information the Parish Council routinely makes available.
- Clarifies how the public can access this information.
- Explains whether any charges apply for accessing information.

Scope of the Publication Scheme

This scheme applies to all recorded information held by the Parish Council, regardless of format (electronic or hard copy), unless exempt under the Freedom of Information Act 2000 or other relevant legislation.

Little Harrowden Parish Council commits:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

Guide to information available under the Freedom of Information Act publication scheme

Who can I ask for information?

Anyone can request information under the Freedom of Information Act after 1st January 2005, regardless of age, nationality or location. Any information held by a public authority is eligible for release. However, a number of exemptions may be applied to protect information properly kept confidential.

Freedom of Information applies to all public authorities within the following categories:

- Central and Local Government
- The health sector
- The police and armed forces
- The education sector
- Other Public Bodies in England, Wales and Northern Ireland (Scotland is covered by its own Act)

What is a publication scheme?

Under section 19 of the Act, all public authorities are required to produce, maintain, and disclose in accordance with a publication scheme. This scheme will set out what kinds of information the public authority will proactively make available, and how they will do it. All schemes must be approved by the Information Commissioner.

A publication scheme is not just a list of documents a public authority already publishes. Rather than specifying individual documents, it describes 'classes' or 'kinds' of information (such as minutes, reports etc.). It may also prescribe a charge for providing the information, particularly if the public authority already charged for providing that information before the introduction of Freedom of Information.

How do I make a request?

All requests must:

- Be in writing (this does include emails)
- State clearly what information is required
- State the name of the applicant, and an address for correspondence

What happens when I make a request?

When a public authority receives a request for information, they must respond as soon as possible, and not later than 20 working days after receiving your request.

The public authority will consider your request, and reply.

The reply should confirm or deny whether or not they hold the information, and either provide the information you requested, or explain why it has not been provided, quoting an exemption under the Act.

What happens if the public authority doesn't understand my request?

Under the Freedom of Information Act, public authorities have a duty to advise and assist requesters. If the public authority doesn't understand your request, they will contact you to clarify what it is that you want.

What does it cost?

If you are requesting information contained in an authority's publication scheme, the scheme will also give details of whether (and how much) the authority will charge for providing the information.

If you are requesting information not contained within the publication scheme, the authority may charge you a fee, as laid down in Regulations.

These Regulations provide that requests which will cost less than £450 to answer (£600 for requests to central government) will be free of charge, although public authorities may charge for the cost of photocopying, postage etc.

If your request will cost more than this to answer, the public authority can refuse to answer your request, answer it for free, or charge up to and including the full cost of answering.

If you refuse to pay the fee, the public authority can refuse to supply the information.

What happens if my request is refused?

A request for information may only be refused by a public authority if it falls under one of the exemptions.

If your request is refused, the reply from the public authority must identify which exemption it is applying, and give you details of how to apply for an internal review of their decision to refuse.

If, after an internal review, the public authority still refuses your request, you may ask The Information Commissioner to review that decision.

How many requests can I make?

The Act does not specifically limit the number of requests you can make. However, section 14 of the Act states that a public authority can reserve the right to refuse any vexatious or repeated requests. This may include repeated requests from the same person for the same information, or requests which are intended to disrupt the authority's work.

How can I use the information I receive?

The Freedom of Information Act does not place restrictions on how the information supplied under it may be used. However, the Act does provide for exemptions for commercially sensitive information, information intended for future publication or information related to investigations, law enforcement and court records. The Act does not transfer copyright in any information supplied under it.

Can I ask for the information in a different format?

You may request that the information be supplied in any form. However, a public authority may take into account the cost of supplying the information in this form before complying with your request. In particular, you may ask for information in permanent form, in summary form, or for permission to inspect records containing the information.

It may also be possible for public authorities to supply the information in Braille** or audio format**, in large type, or translated into another language**. However, you should discuss this with the individual public authority.

**** Please Note ****

Little Harrowden Parish Council is unable to provide information in braille, translated or audio format. We may be able to provide printed information in larger format with adequate notice and would be able to provide the cost per page upon request only.

Information available from Little Harrowden Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How 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 as a list of Council Committees	https://littleharrowdenparishcouncil.gov.uk/people/	* Printing Postage Administration
Details of any representation on local public bodies	https://www.northnorthants.gov.uk/councillors-and-democracy/register-interests	
Postal and email address	Proper Officer/Clerk: Sylvia Tilaks Mulberry Cottage 15 Main Road Grendon, NN7 1JW Tel: 07942292379 clerk@littleharrowdenparishcouncil.gov.uk	
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details	Via Clerk as above, meetings by appointment	
Staffing structure	Clerk responsible to Chairman and Council	
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 Finalised budget Financial Standing Orders and Regulations Annual governance statement in format included in the Annual Return form	https://littleharrowdenparishcouncil.gov.uk/page/transparency/	* Printing Postage Administration
Parish Council Precept	Hard copy or via email – contact the Clerk	“
Borrowing Approval letter	None presently	
All items of expenditure above £100	Hard copy or via email – contact the Clerk	“
Grants given and received	Hard copy or via email – contact the Clerk	“
List of current contracts awarded and value of contract	Hard copy or via email – contact the Clerk	“
Members’ allowances and expenses	Hard copy or via email – contact the Clerk	“
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	https://littleharrowdenparishcouncil.gov.uk/page/council-wide-plans/	* Printing Postage Administration
Annual Report to Parish Forum Meeting	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Quality status	N/A	“
Local housing charters	N/A	“
Impact Assessments including: Data Protection Health & Safety Equality Risk	https://littleharrowdenparishcouncil.gov.uk/page/transparency/	“

Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous council year as a minimum.		
Timetable of meetings Includes Council and any committee/sub-committee meetings and parish meetings	See minutes: https://littleharrowdenparishcouncil.gov.uk/meetings/	* Printing Postage Administration
Agendas of meetings (as above)	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Responses to consultation papers	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Responses to planning applications	https://littleharrowdenparishcouncil.gov.uk/meetings/	“
Bye-laws	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 • Policy statements 	https://littleharrowdenparishcouncil.gov.uk/page/transparency/	* Printing Postage Administration
Policies and procedures for the provision of services and about the employment of staff: <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) 	https://littleharrowdenparishcouncil.gov.uk/page/transparency/	“
<ul style="list-style-type: none"> • Records management • Personal data and access to information policies. Includes information security policies, records retention, destruction and archive policies, and data protection. • Data sharing and CCTV usage policies 	https://littleharrowdenparishcouncil.gov.uk/page/transparency/	“
Class 6 – Lists and Registers Currently maintained lists and registers only. Some information may only be available by inspection.		
Information legally required to be held in publicly available registers.	Detailed requests of information needed. Hard copy or via email unless published on council website – contact the Clerk	* Printing Postage Administration

Assets register, including details of public land and building assets	https://littleharrowdenparishcouncil.gov.uk/asset-register/	“
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Hard copy or via email – contact the Clerk	“
Register of members’ interests	https://www.northnorthants.gov.uk/councillors-and-democracy/register-interests	“
Register of gifts and hospitality	Hard copy or via email – contact the Clerk	“
<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. Current information only</p> <p>Some information may only be available by inspection.</p>		
Allotments	N/A	* Printing Postage Administration
Burial grounds and closed churchyards	N/A	“
Community centres and village halls	N/A	“
Parks, playing fields and recreational facilities	Hard copy or via email – contact the Clerk	“
Seating, litter bins, clocks, memorials and lighting	Hard copy or via email – contact the Clerk	“
Bus shelters	Hard copy or via email – contact the Clerk	“
Markets	N/A	“
Public conveniences	N/A	“
Agency agreements	N/A	“
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	FOI only.	“
<p>Additional Information</p> <p>Information not itemised in the lists above</p>		
<p>The Parish Council provides information through the following methods:</p> <ul style="list-style-type: none"> • Website: Core information will be published on the Parish Council’s official website at www.littleharrowdenparishcouncil.gov.uk • Hard Copy: Specific documents may be available on request by contacting the Parish Clerk at clerk@littleharrowdenparishcouncil.gov.uk • Noticeboards: Key information may also be displayed on the Parish Council’s noticeboards. <p>Requests for Information:</p> <ul style="list-style-type: none"> • Members of the public wishing to access information not routinely published under this scheme should contact the Parish Clerk / Proper Officer. <p>Requests must:</p> <ul style="list-style-type: none"> • Be made in writing (email or post). • Provide sufficient detail to enable the information to be identified. <p>The Parish Council will respond to requests within 20 working days, in line with statutory obligations and the Freedom of Information Act 2000.</p> <p>Review and Maintenance</p> <p>This Publication Scheme will be reviewed annually by the Parish Council to ensure it remains current and compliant with legislative requirements.</p>		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost * of Royal Mail standard 2 nd class
	Packaging	Actual cost * of packaging
Statutory Fee	Planning, land, pollution requests: Environmental Information Regulations 2004, reg 8	Reasonable staff costs £20/hour
Other	Administration	Reasonable staff costs £20/hour

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