



## **Publication Scheme**

### **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**

- **Who we are and what we do.**
- **What we spend and how we spend it.**
- **What our priorities are and how we are doing.**
- **How we make decisions.**
- **Our policies and procedures.**
- **Lists and registers.**
- **The services we offer.**



## Information available from Little Harrowden Parish Council under the Freedom of Information Act 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' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  Current information only	(hard copy or website)	All hard copies will be charged at a rate of 10p per sheet
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	<a href="#">Councillors - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>  <a href="#">Declaration of Interest 19/20 - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>	
Postal and email address  Contact details for Parish Clerk and Council members	Via Clerk: c/o Martin Jeffery 16 Kings Lane, Little Harrowden, Wellingborough, NHants. NN9 5BL  Tel: 07942292379 littleharrowdenpc@gmail.com	
Location of main Council office and accessibility details	Via Clerk as above, meetings by appointment only	
Staffing structure	Clerk responsible to Chairman and Council	



<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p><a href="#">Financial - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p><a href="#">2022 to 2023 Audit - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Finalised budget</p>	<p><a href="#">Budget - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Parish Council Precept</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Borrowing Approval letter</p>	<p>None presently</p>	
<p>All items of expenditure above £100</p>	<p><a href="#">Purchases Over £100 - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Financial Standing Orders and Regulations</p>	<p><a href="#">Policies - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Grants given and received</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Members’ allowances and expenses</p>	<p>Hard copy or via email – contact the Clerk</p>	



<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p>	
<p>Annual governance statement in format included in the Annual Return form</p>	<p><a href="#">2022 to 2023 Audit - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Parish Plan</p>	<p>N/A</p>	
<p>Annual Report to Parish or Community Meeting</p>	<p>- <a href="#">Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Quality status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DLUHC’s guidelines</p>	<p>N/A</p>	
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p><a href="#">Policies - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>	<p>(hard copy or website)</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Set at May meetings see minutes: <a href="#">Minutes - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	



Agendas of meetings (as above)	<a href="#">Agenda 2023 to 2024 - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<a href="#">Minutes - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy or via email – contact the Clerk	
Responses to consultation papers	Hard copy or via email – contact the Clerk	
Responses to planning applications	Hard copy or via email – contact the Clerk	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<a href="#">Policies - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>	
Policies and procedures for the provision of services and about the employment of staff:	<a href="#">HR Policies - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a>	



<ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<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><a href="#">Policies - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Register of members’ interests</p>	<p><a href="#">Declaration of Interest 19/20 - Little Harrowden Parish Council - Little Harrowden Parish Council, Little Harrowden, Wellingborough (hugofox.com)</a></p>	
<p>Register of gifts and hospitality</p>	<p>Hard copy or via email – contact the Clerk</p>	



<p><b>Class 7 – The services we offer</b></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>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>N/A</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>N/A</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Bus shelters</p>	<p>Hard copy or via email – contact the Clerk</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Public conveniences</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>N/A</p>	
<p>Services for which we are entitled to recover a fee and details of those fees (eg burial fees)</p>	<p>FOI only.</p>	
<p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>		



## 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 *
	Photocopying @ 10p per sheet (colour)	Actual cost
	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)
<b>Other</b>		

\* the actual cost incurred

**Policy Reviewed and Adopted: 8/11/23**  
**Next Review Date: Nov 2026**