

# Harby Parish Council - Freedom of Information

## Information available from Harby Parish Council under the Publication Scheme

Reviewed 5 May 2021  
Next review May 2022



This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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.

## Classes of Information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

All available information below can be obtained from the parish clerk.  
Website address where mentioned is [www.harby-notts.org.uk](http://www.harby-notts.org.uk)

Information to be published	How the information can be obtained	Cost for Hard Copy
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<b>Who's who on the Council and its committees</b> Contact Clerk for details, or available online	Hard copy, e-mail and website	10p per page + pp
<b>Contact details for Parish Clerk and Council members:</b> Parish Clerk: Caron Ballantyne t: 01636 893342 e: <a href="mailto:ParishClerk@Harby-Notts.org.uk">ParishClerk@Harby-Notts.org.uk</a> Councillor details available on the website or via the clerk.	Hard copy, e-mail and website. Councillors contact details on website.	10p per page + pp
<b>Location of main Council office</b> No Council Office	Available for contact in person, by phone, by e-mail, see above	-
<b>Staffing structure</b> Part-time clerk	-	-
<b>Class 2 – What we spend and how we spend it:</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.		
Harby Parish Council Accounts	Hard copy, e-mail and website	10p per page + pp
Annual return form and report by auditor	Hard copy, e-mail and website	10p per page + pp

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost for Hard Copy</b>
Finalised budget	Hard copy, e-mail, and website	10p per page + pp
Precept - Recorded in the Minutes	Hard copy, e-mail and website	10p per page + pp
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Hard copy, e-mail, and website	10p per page + pp
Grants given and received - Recorded in the Minutes and Accounts	Hard copy, e-mail and website	10p per page + pp
List of current contracts awarded and value of contract Recorded in the Minutes and Accounts	Hard copy, e-mail and website	10p per page + pp
Members' allowances and expenses – Recorded in Minutes and accounts	Hard copy, e-mail and website	10p per page + pp
<b>Class 3 – What our priorities are and how we are doing:</b> Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Aims and Priorities	Hard copy, e-mail and website	10p per page + pp
Parish Plan 2005-2015 Community Led Plan 2015-2025.	Hard copy, e-mail and website	10p per page + pp
Annual Report to Parish or Community Meeting	Hard copy, e-mail and website	10p per page + pp
Quality status – Local Council Award Scheme, Foundation Level	Hard copy, e-mail and website	10p per page + pp
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions:</b> Decision making processes and records of decisions. Current and previous council year as a minimum.		
Timetable of meetings	Hard copy, parish notice board, e-mail and website	10p per page + pp
Agendas of meetings	Hard copy, parish notice board, e-mail and website	10p per page + pp
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy, parish notice board, e-mail and website	10p per page + pp
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy, e-mail and website	10p per page + pp
Responses to planning applications – in minutes Responses to consultation papers - in minutes	Hard copy, parish notice board, e-mail and website	10p per page + pp
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures:</b> 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 <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del>	Hard copy, e-mail and on website	10p per page + pp

Information to be published	How the information can be obtained	Cost for Hard Copy
Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures Risk Management Policy	Hard copy, e-mail and on website	10p per page + pp
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy, e-mail and website	10p per page + pp
Data protection policies - As per Data Protection Act requirements	Hard copy, e-mail and website	10p per page + pp
Schedule of charges for the publication of information - As documented in this publication	-	-
<b>Class 6 – Lists and Registers:</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Newark and Sherwood District Council	-
Asset Register	Hard copy, e-mail and website	10p per page + pp
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	-	-
Register of members' interests	Hard copy, e-mail and website	10p per page + pp
Register of gifts and hospitality	Hard copy and e-mail	10p per page + pp
<b>Class 7 – The services we offer:</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
Allotments	Hard copy and e-mail	10p per page + pp
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls (trustees)</del>	Harby and Swinethorpe Victory Hall Committee. See website	
Parks, playing fields and recreational facilities (Separate body from Council)	Steve Hogg, Harby Playing Field Committee. See website	

Information to be published	How the information can be obtained	Cost for Hard Copy
Seating, litter bins, clocks, memorials and lighting	Hard copy, e-mail and website – On Asset Register	10p per page + pp
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Village Welcome Pack	Hard copy, e-mail and website	10p per page + pp
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Allotment fees and grass cutting on behalf of Newark and Sherwood District Council –recorded in minutes and accounts	Hard copy, website and e-mail	10p per page + pp

**Contact details: HARBY PARISH CLERK, 71 HIGH STREET, COLLINGHAM, NEWARK NG23 7LB.**

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	The cost incurred by the public authority
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class postage of relevant size/weight plus 10p per envelope
<b>Statutory Fee</b>	-	In accordance with the relevant legislation (quote the actual statute)

This document is based on the 'template guide to information for parish councils' (**Version 2 20140612**) accessed through <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/>