

HARTINGTON UPPER QUARTER PARISH COUNCIL

Model Publication Scheme

This model publication scheme has been approved by the Information Commissioner. It was adopted by the Parish Council on 1 October 2025 and is valid until further notice.

This publication scheme commits the Council 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- specify the information which is held by the Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council 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 (see table at the end of this document)

1. Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

Version: 1

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4. How we make decisions: Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
5. Our policies and procedures: Current written protocols for delivering our functions and responsibilities.
6. Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the Council.
7. The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The above 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 Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where possible, 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, the Council 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 the Council 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 other 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 the Council 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.

Information required to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Who's who on the Council and its committees Contact details for Parish Clerk	https://hartingtonuq-pc.gov.uk	Nil
Staffing structure	There is no structure, as there is only 1 employee.	
Class 2 – What we spend and how we spend it Annual return form and report by auditor Standing Orders and Financial Regulations	https://hartingtonuq-pc.gov.uk/	Nil
Finalised budget Precept Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	On application to the Parish Clerk	Nil
Borrowing Approval letter	The Council has no borrowings.	
Class 3 – What our priorities are and how we are doing Annual Report to Parish Meeting	https://hartingtonuq-pc.gov.uk/	Nil

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Parish Plan	There is not currently a Parish Plan.	Nil
Quality status	The Council doesn't participate in the Local Council Award Scheme.	
Class 4 – How we make decisions Agendas of meetings Minutes of meetings - excluding any confidential minutes Dates and times of meetings Reports presented to council meetings - excluding confidential items	https://hartingtonuq-pc.gov.uk/	Nil
Responses to consultation papers	On application to the Parish Clerk	Nil
Responses to planning applications	Are shown under each application on the relevant Planning authority's website	Nil
Bye-laws	There are no Parish Council bye-laws.	
Class 5 – Our policies and procedures Committee terms of reference Delegated authority in respect of officers Policy statements Internal instructions to staff & policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedure Information security & data protection policies Records management policy	On application to the Parish Clerk	Nil
Code of Conduct	https://hartingtonuq-pc.gov.uk/	
Schedule of charges	The Council has no schedule of charges, except for hall-hire (available on application to the Parish Clerk).	
Class 6 – Lists and Registers Assets register Register of members' interests	https://hartingtonuq-pc.gov.uk/	Nil
Register of gifts and hospitality Any publicly available register or list	On application to the Parish Clerk	Nil
Class 7 – The services we offer Play areas, Memorials, Bus shelters Others	On application to the Parish Clerk	Nil

(End)