

MODEL PUBLICATION SCHEME

Information available from East Hunsbury Parish Council under the model publication scheme

East Hunsbury Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Hard copy Email Website
Who's who on the Council and its Committees	Hard copy Email Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Email Website Notice Boards
Location of main Council office and accessibility details	Hard copy Email Website Notice Boards
Staffing structure	Hard copy Email Website
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	(hard copy or website)
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy Email
Precept	Hard copy

	Email
Borrowing Approval letter (where applicable)	Hard copy Email
Financial Standing Orders and Regulations	Hard copy Email
Grants given and received	Hard copy Email
List of current contracts awarded and value of contract	Hard copy Email
Members' allowances and expenses (where applicable)	Hard copy Email
Class 3 – What our priorities are and how we are doing	Hard copy Email
Audits Current and previous year as a minimum	
Business Plan	Hard copy Email
Annual Report to Parish Meeting	Hard copy Email Website
Class 4 – How we make decisions	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Email Website Notice boards
Agendas of meetings (as above)	Hard copy Email Website Notice boards

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice boards
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice boards
Responses to consultation papers	Hard copy Email
Responses to planning applications	Hard copy Email
Bye-laws	Hard Copy
Class 5 – Our policies and procedures (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: Standing Orders Committee terms of reference Delegated authority in respect of officers Code of Conduct	ALL Hard copy Email
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	ALL Hard copy Email

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	Hard copy Email
Records management policies (records retention, destruction and archive)	Hard copy Email
Data protection policies	Hard copy Email
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset register	Hard copy Email
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)	Hard copy Email
Register of members' interests	Hard copy Email Website
Register of gifts and hospitality	Hard copy
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	ALL Hard copy Email
Blacky More Community Centre	
Parks and open spaces	

Play equipment	
Seating, litter bins	
Bus shelters	

Contact details:

Mrs Caroline Holgate (Clerk)

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Hunsbury Library
Overslade Close
Northampton
NN4 0RZ

Tel: 01604 708429
Email: clerk@easthunsburyparishcouncil.gov.uk

SCHEDULE OF CHARGES

1. One copy of any available document will be supplied free of charge to any resident within the Parish of East Hunsbury.
2. Multiple copies of any available document will be supplied to any resident within the Parish of East Hunsbury on payment of the actual cost of copying and postage.
3. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of East Hunsbury or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.