

## Publications Policy

This policy lays out the information available from Hartley Wintney Parish Council (HWPC) under the model publications scheme published by the Information Commissioner's Office (ICO).

This guidance gives examples of the kinds of information that the ICO would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO expect Parish Councils to 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- the information is archived, out of date or otherwise inaccessible; or,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.

While Hartley Wintney Parish Council will meet the legal commitment within the model publication scheme, in general HWPC will seek to provide as much information as possible on a routine basis.

## **Publishing datasets for re-use**

In alignment with all Public authorities, HWPC must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the HWPC is the only owner, HWPC must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

## **Information to be published and 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. N.B. Councils should already be publishing as much information as possible about how they can be contacted.

- Who's who on the Council and its Committees
- Contact details for Executive Clerk and Council members (named contacts where possible with telephone number and email address)
- Location of main Council office and accessibility details
- Staffing structure

All information detailed above is available via paper copy, electronically & 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
- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Members' allowances and expenses
- Grants given and received

All information detailed above is available via paper copy, electronically & website

## **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

- Current and previous year as a minimum
- Neighbourhood Plan
- Annual Report to Parish or Community Meeting (current and previous year as a minimum)

All information detailed above is available via paper copy, electronically & website

Quality status – Not applicable

Local charters drawn up in accordance with DCLG guidelines – Not applicable

## **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

- Current and previous council year as a minimum
- Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting

All information detailed above is available via paper copy, electronically & website

- Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting
- Responses to consultation papers
- Responses to planning applications

All information detailed above is available via paper copy & electronically

- Bye-laws are available as paper copy only

## **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:

- Procedural standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

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)

### Policies and procedures for handling requests for information

- Complaints procedures (including those covering requests for information and operating the publication scheme)
- Information security policy
- Records management policies (records retention, destruction and archive)
- Data protection policies
- Schedule of charges (for the publication of information)

All information detailed above is available via paper copy, electronically & website

## **Class 6 – Lists and Registers**

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)
- Assets register
- Register of gifts and hospitality

All information detailed above is available via paper copy & electronically

- 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

The above information can be obtained via Hart District Council ([www.hart.gov.uk](http://www.hart.gov.uk))

## **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

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)

All detailed above is available via paper copy, electronically & website

## **Additional Information\***

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

\*The Executive Clerk knows of no additional information for publication

**Contact details:**

The Executive Clerk  
Hartley Wintney Parish Council  
Appleton Hall  
West Green Road  
Hartley Wintney  
Hook  
Hampshire  
RG27 8RE

SCHEDULE OF CHARGES

Information found on the website is free of charge. There may be a charge applicable for providing hardcopy or electronic copies of information, however these charges will be declared at the time of request along with details of the basis for charge i.e. disbursement cost of photo copy and/or administration cost for labour of collating and sending information.