

## Harling Parish Council

### PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Harling Parish 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.

The scheme commits Harling Parish 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.
- To specify the information which is held by the Council 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 Council 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 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

- 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 Council 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 the Council, information will be provided on their 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 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 Council 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 and fees

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.

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 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.

Requests for information should be made to the Parish Clerk by email [clerk@harlingparish.gov.uk](mailto:clerk@harlingparish.gov.uk) or in writing to 5 The Bailiwick, East Harling, NR16 2NF

## Complaints procedure

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the parish council's website or the Clerk .

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.

This policy was adopted by Harling Parish Council at the Council meeting on 27<sup>th</sup> June 2023

Reviewed February 2026

## Information available from Harling Parish Council

### Under the Model Publication Scheme

<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> Who's who on the Parish Council	Council website and notice board As a hard copy or electronic by the Clerk	See costs on Page 8 for hard copies of documents in class 1
Contact details for the Parish Clerk and Council members	Website and notice board	as above
Location of main Council office and accessibility details	Office is in the Clerks home. Meetings at the Old School Hall, disabled facilities available at hall.	
Staffing structure	Three members of staff employed	
<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 audits Current and previous years as a minimum	Hard copy and website Hard copy Minutes on website	See costs on page 8 for hard copies of documents in class 2
Annual return pages 2,3,5 Reasons for variations Payments over £100(if a council with t/o 25k or under/ or payments over £500 if council t/o 200,000k or over	As above	
Budget, financial regulations and Standing Orders	Councils website	As above
Grants given and awarded	Hard copy from Clerk	As above
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		

Annual reporting to Parish Meeting and action plans Chairman's annual report	Website Request to the Clerk	See costs on Page 8 for hard copies of documents in class 3
<b>CLASS 4 - HOW WE MAKE DECISIONS</b>		
Timetable of meetings	Website and notice board	
Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	Website and notice board	
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> The Parish Council conduct themselves in accordance with the Model Code of Conduct and the Good Councillors Guide <b>Records management policies:</b> <b>GDPR Policy</b> <b>Schedules of charges</b> <b>Data Protection</b> <b>Equality Policy</b> <b>Communications Policy</b> <b>CCTV Policy</b> <b>Scheme of publication</b> <b>Standing Orders</b> <b>Financial Regulations</b> <b>Filming at meetings</b> <b>Grievance procedure</b> <b>Complaints procedure</b> <b>ICO Certificate of registration</b> <b>Health and safety policy</b> <b>Risk assessment and management</b>	Clerk As indicated in this document  Website and Parish Clerk	

<b>Code of conduct</b> <b>Press and Media</b> <b>Disciplinary Procedure</b> <b>Internal Controls</b> <b>Safeguarding policy</b> <b>Grant awarding</b>		
<b>CLASS 6 – LISTS AND REGISTERS</b> Asset Registers Register of members interests	Clerk Clerk and Breckland Council Monitoring Officer	
<b>CLASS 7 – THE SERVICES WE OFFER</b> Allotments Cemetery Litter picking Bins Street lights Play areas Seating Notice boards Recreational areas		
<b>SCHEDULE OF CHARGES</b> Type of charge      -      Disbursement cost	Photocopying 15p per black and white sheet Plus 2 <sup>nd</sup> class postage	

