

# Freedom of Information Act

Note: Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain an approved publication scheme. Harling Parish Council has had a scheme since November 2002, but the Information Commissioner has now prescribed a new model for all parish councils, the aim of which is to show

*“ the method by which specific information will be available so that it can be easily identified and accessed by members of the public.”*

For Harling, all it need mean is that if you require any information about the affairs of the Parish Council just contact the clerk, at any reasonable time and, subject to certain limitations concerning such sensitive things as personal material, or material the publication of which might prejudice the proper conduct of Council’s functions, he will make available to you, at no charge and within a reasonable period, the information you require. Nevertheless, Council is required to adopt a formal scheme based on the model and that scheme now follows.

## *information to be published*

## *how the information can be obtained*

### **CLASS 1 - WHO WE ARE AND WHAT WE DO**

(Organisational information, structures, locations and contacts)

This is current information only.

Who’s who on the Council and its Committees )	<i>website</i>
Contact details for Parish Clerk and Council members )	<i>notice board</i>
Location of Council office and accessibility details )	<i>hard copy</i>
Contact details for Parish Clerk and Council members )	

Staffing structure - *only Clerk and grounds man employed*

### **CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT**

(Financial information relating to projected and actual income and expenditure, procurement, contract and financial audit)

Current and previous financial year as a minimum.

Annual return form and report by auditor )	<i>hard copy</i>
<i>notice board</i>	
Finalised budget )	
<i>website</i>	
Precept )	
<i>hard copy</i>	

Borrowing approval letter - *no borrowing*

Financial Standing Orders and Regulations	<i>hard copy</i>
Grants given and received )	<i>web site</i>
	<i>hard copy</i>
List of current contracts awarded and value of contract )	<i>website</i>
<i>hard copy</i>	

Members allowances and expenses - *none claimed*

*information to be published*

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**CLASS 3 - WHAT OUR POLICIES ARE AND HOW WE ARE DOING**

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

Parish Plan	)	)	<i>website</i>
	)	)	<i>hard copy</i>
Annual Report to Parish Meeting			<i>hard copy</i>
Quality Status - <i>not applied for</i>			
Local charters drawn up in accordance with DCLG guidelines - <i>none</i>			

**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)	)	)	<i>website</i>
Agendas of meetings	)	)	
<i>hard copy</i>		)	
<i>notice board</i>			
Minutes of meetings (as above)	)	)	
<i>website</i>		)	
(excluding information that is properly regarded as private to the meeting)	)	)	<i>hard copy</i>
Reports presented to Council meetings		)	<i>hard copy</i>
(excluding information that is properly regarded as private to the meeting)		)	
Responses to consultation papers	)	)	
<i>website</i>		)	
<i>hard copy</i>		)	
Responses to planning applications	)	)	<i>website</i>
<i>hard copy</i>		)	

Bye laws  
*hard copy*

*information to be published  
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### **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  
*copy*

*hard*

Committee terms of reference  
*copy*

*hard*

Delegated authority in respect of officers

*hard copy*

Code of Conduct

*hard copy*

Policy statements - none.

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services - none

Equality and diversity policy - (*policy re race only*)

*hard copy*

Recruitment policies (including current vacancies) - none

Policies and procedures for handling requests for information

*hard copy*

Complaints procedures (including those covering requests for information and operating the publication scheme)

*hard copy*

Information security policy

Records management policies (records retention, destruction and archive) - none

Data protection policies - none

Schedule of charges for the publication of information - no charges

### **CLASS 6 - LISTS AND REGISTERS**

Currently maintained lists and registers only.

Any publicly available register or list

Assets register

*hard copy*

Disclosure log )

*hard copy*

*web site*

Register of members' interests

*hard*

*copy*

Register of gifts and hospitality

*hard*

*copy*

## **CLASS 7 - THE SERVICES WE OFFER**

Current information only.

Allotments

*hard copy*

Burial and closed churchyards (*no closed churchyards*)

*hard copy*

Community centres and village halls - none

Parks, playing fields and recreational facilities

*hard copy*

Seating, litter bins, clocks, memorials and lighting

*hard copy*

Bus shelters - none

Markets - none

Public conveniences - none

Agency agreements - none

A summary of services for which the council is entitled to recover a fee, together with those fees (eg: allotment and burial fees)

*hard copy*

## **ADDITIONAL INFORMATION**

(any information not itemised in the lists above)

### **Contact details:**

**David R Gee,**

**Clerk and Responsible Finance Officer,**

**Harling Parish Council,**

**Hanworth House,**

**Market Street,**

**East Harling,  
Norwich, NR16 2AD**

**Phone : 01953/717652 (with answer phone facility);**

**Fax : 01953/717611;**

**Email : <gee@harlingpc.org.uk>**

**Website: <www.harlingpc.org.uk>**

#### SCHEDULE OF CHARGES

No charge will be made for any *reasonable* request for disclosure under the provisions of the Freedom of Information Act.