*This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.*

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

**ICO Model publication scheme, Freedom of Information Act**

**Information available from Hathersage Parish Council under the model publication scheme**

The Parish Council will make the information listed in the scheme below 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; the Parish Council will 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* the information is archived, out of date or otherwise inaccessible; or,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** | **Cost** |
| **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. | See the Parish Council website:  [www.hathersageparishcouncil.gov.uk](http://www.hathersageparishcouncil.gov.uk) |  |
| Who’s who on the Council and its Committees | ditto | NIL |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | [clerk@hathersageparishcouncil.gov.uk](mailto:clerk@hathersageparishcouncil.gov.uk)  Mobile: 07 432 422 470 | NIL |
| Location of main Council office and accessibility details | Heart of Hathersage,  Main Road,  Hathersage,  S32 1BB | NIL |
| Staffing structure | The Parish Council has a Clerk, a Responsible Finance Officer, a village caretaker, website tech support, a Swimming Pool Manager and Assistant plus several lifeguards. Some posts are part-time. | NIL |
|  |  |  |
| **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 | See the Parish Council website:  [www.hathersageparishcouncil.gov.uk](http://www.hathersageparishcouncil.gov.uk) and/or email the clerk. |  |
| Annual return form and report by auditor | Posted annually on the website by the date required. | NIL |
| Finalised budget | From the Clerk. | NIL |
| Precept | From the Clerk. | NIL |
| Borrowing Approval letter | From the Clerk. | NIL |
| Financial Standing Orders and Regulations | From the Clerk. | NIL |
| Grants given and received | From the Clerk. | NIL |
| List of current contracts awarded and value of contract | From the Clerk. | NIL |
| Members’ allowances and expenses | From the Clerk. | NIL |
|  |  |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | See the Parish Council website:  [www.hathersageparishcouncil.gov.uk](http://www.hathersageparishcouncil.gov.uk) |  |
| Parish Plan (current and previous year as a minimum) | The Annual Report contains a section on Going Forward. | NIL |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Distributed free to all households in the Parish. | NIL |
| Quality status | The Parish Council does not subscribe to a quality status organisation. | NIL |
| Local charters drawn up in accordance with DCLG guidelines | None. | NIL |
|  |  |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | See the Parish Council website:  [www.hathersageparishcouncil.gov.uk](http://www.hathersageparishcouncil.gov.uk) | NIL |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | From the website and also the Parish Council noticeboard, Parish Rooms, Main Road. | NIL |
| Agendas of meetings (as above) | Available within 5 days prior to a meeting. | NIL |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Available within 2 weeks of the meeting. | NIL |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | From the Clerk. | NIL |
| Responses to consultation papers | From the Clerk. | NIL |
| Responses to planning applications | Posted on the PDNPA planning portal. | NIL |
| Bye-laws | n/a | NIL |
|  |  |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | On application to the Clerk |  |
| 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 | ditto | NIL |
| Policies and procedures for the provision of services and about the employment of staff:  Internal 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) | ditto | NIL |
| Information security policy | ditto | NIL |
| Records management policies (records retention, destruction and archive) | ditto | NIL |
| Data protection policies | ditto | NIL |
| Schedule of charges (for the publication of information) | n/a | NIL |
|  |  |  |
| **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) | ? | NIL |
| Assets Register | ? | NIL |
| 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) | n/a | NIL |
| Register of members’ interests | Available from DDDC website. | NIL |
| Register of gifts and hospitality | ? | NIL |
|  |  |  |
| **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 | On application to the Clerk |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards |  | NIL |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities |  | NIL |
| Seating, litter bins, clocks, memorials and lighting |  | NIL |
| Bus shelters |  | NIL |
| Markets | n/a |  |
| Public conveniences |  | NIL |
| Agency agreements |  | NIL |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Burial Ground fees are as advised by DDDC. | NIL |
|  |  |  |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Contact details:**

[Clerk@hathersageparishcouncil.gov.uk](mailto:Clerk@hathersageparishcouncil.gov.uk)