

# Horsley Parish Council Publication Scheme

(adopted at HPC meeting on 22 January 2019)

Information available from Horsley Parish Council under the model publication scheme approved by the Information Commissioner. It commits the council to making the information it holds routinely and proactively available to the public as part of its normal business activities.

The information will normally be free of charge on the council's website at [www.horsleyparish.co.uk](http://www.horsleyparish.co.uk) or in hard copy from the council clerk. However, a charge may be made to cover printing costs at the discretion of the council.

Information held by the council 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 2000.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	<a href="http://www.horsleyparish.co.uk">www.horsleyparish.co.uk</a>

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	Council website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Council website Hard copy from the clerk
<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 financial audit)  Current and previous financial year as a minimum	Council website Hard copy from the clerk
Annual return form and report by auditor	Council website Hard copy from the clerk
Finalised budget	Council website Hard copy from the clerk
Precept	Council website Hard copy from the clerk
Borrowing Approval letter	Hard copy from the clerk
Financial Standing Orders and Regulations	Council website Hard copy from the clerk
Grants given and received	Council website Hard copy from the clerk
List of current contracts awarded and value of contract	Hard copy from the clerk

Members' allowances and expenses	Hard copy from the clerk
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)
Parish Plan (current and previous year as a minimum)	Council website Hard copy from the clerk
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Council website Hard copy from the clerk
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Council website Hard copy from the clerk
Agendas of meetings (as above)	Council website Hard copy from the clerk

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Council website Hard copy from the clerk
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk
Responses to consultation papers	Hard copy from the clerk
Responses to planning applications	SDC website
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (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:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Council website N/A N/A Council website Council website
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	N/A

Equality and diversity policy	Council website
Health and safety policy	Council website
Recruitment policies (including current vacancies)	N/A
Policies and procedures for handling requests for information	N/A
Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A
Information security policy	N/A
Records management policies (records retention, destruction and archive)	Gloucestershire archives website
Data protection policies	Council website
Schedule of charges (for the publication of information)	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
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)	N/A
Assets register	Council website
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
Register of members' interests	SDC website
Register of gifts and hospitality	N/A
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may

and newsletters produced for the public and businesses) Current information only	only be available by inspection)
Allotments	N/A
Burial grounds and closed churchyards	Council website
Community centres and village halls	Council website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Council website
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: Clerk M Simpson email: [clerk@horsleyparish.co.uk](mailto:clerk@horsleyparish.co.uk) The Pavilion, Priory Fields, Horsley, Gloucestershire GL6 0PT