

**St. Ippolyts Parish Council**  
**Freedom of Information – Information Commissioner’s Office (ICO) Model Publication Scheme from 1.1.2009**

**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.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.

**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.

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**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 authority 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 a public authority, information will be provided on a 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, a public authority 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 authority 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.

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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.

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.

**April 2008**

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**Information currently available from St Ippolyts Parish Council under the model publication scheme (April 2009)**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who’s who on the Council and its Committees	Info on website No committees	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Council mailing address, telephone number and email address on website. Chairman and Clerk email addresses on website. All correspondence is forwarded to all Cllrs.	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk to the Council	Salary
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Can be inspected by appointment with Clerk	Free
Finalised budget	Inspection by appointment with Clerk	Free
Precept	Available on website	Free
Borrowing Approval letter	Included in minutes published on website. Previous minutes by hard copy.	Free
Financial Standing Orders and Regulations	N/A	
	Financial regulations. Hard copy can be provided. Available on website as download.	Free

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Grants given and received	Included in minutes published on website. Previous minutes by hard copy	Free
List of current contracts awarded and value of contract	Included in minutes published on website. Previous minutes by hard copy.	Free
Members’ allowances and expenses	Chairman’s allowance £100 p.a. Cllrs mileage in accordance with current national rates.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	On website as downloads Hard copy in Library	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On website as downloads	Free
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	North Herts Parish Charter, July 2005 on NHDC website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Published on website and Notice Boards	Free
Agendas of meetings (as above)	Published on website and Notice Boards	Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Published on website as download and the latest signed minutes on Notice Boards.	Free
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Verbal reports at meetings précis included in minutes.	Free
Responses to consultation papers.	Responses briefly summarised in minutes. Most detail kept on the recipient’s website, Parish Council computer or hard copy.	Free
Responses to planning applications.	Included in minutes, kept on Parish Council	Free

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	computer and published on NHDC 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  Risk Assessment & Management  Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct  Policy statements	Mandatory Standing Orders on website as download. Hardcopy can be provided. Available on website as download. N/A no committees Clerk appointed as RFO Model Code of Conduct on website as download  Parish Council ‘Action Plan’ and amendments on website as download.	Free  Free  Free  Free
Policies and procedures for the provision of services and about the employment of staff: Personnel: In accordance with the Data Protection Act 1998 personal info will not be disclosed - Part 11 Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)	Financial Regulations. Terms and conditions of employment and Job description.  Reply normally within 4 working days  Draft version prepared 2006 approved January 2009. Available on website as download.	Free
Information security policy		
Records management policies (records retention, destruction and archive)	Archive documents deposited with HALS (Hertfordshire Archives and Local Studies).	

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Data protection policies		
Schedule of charges (for the publication of information)	An elector can inspect without charge minutes, accounts, any order or payment, by appointment with clerk.  At Audit person may inspect by appointment with clerk accounts and supporting documents without charge.  Items deposited with council can also be inspected. Photocopying (A4) is charged at 10p per copy plus postage.	
<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)		
Assets Register	Inspection by appointment with Clerk	
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)	Inspection by appointment with Clerk	
Register of members’ interests	Info supplied to Monitoring Officer NHDC	
Register of gifts and hospitality	Info supplied to NHDC	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
(Parks – N/A), playing fields and recreational facilities	Included in minutes published on website.	

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
	Previous minutes by hard copy.	
Seating, litter bins, (clocks, memorials and lighting – N/A), dog bins, notice boards, Parish information boards.	Included in minutes published on website Previous minutes by hard copy.	
Bus shelters	Included in minutes and available on website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	We do not have service fees. Rent for Football pitch and pavilion recorded in Minutes and finance spreadsheets.	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Walks Leaflet free while stocks last.	

**Contact details:**

Clerk to the Council - Mrs A Powell. Address - P.O. Box 287, Hitchin, Herts. SG4 7WT. Telephone – 01462-421409. Email – contact@stippolyts-parishcouncil.org.uk. Website – www.stippolyts-parishcouncil.org.uk

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

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