



ICO Publication Scheme

First Adopted By Full Council:	2019 Sept	Item	19FC168
Last Approved Review Date:	2023 June	Item	23FGP042
Review Frequency	Every 2 years		or upon advised change
Next Review Date:	2025 June	Item	

This guidance gives examples of the kinds of information that Harlington Parish Council (HPC) will provide in order to meet its commitments under the model publication scheme.

HPC will make the information in this definition document 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; such information may have been provided by the public authority or on its behalf. The authority must 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- the information is archived, out of date or otherwise inaccessible; or,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.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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.		
Who's who on the Council and its Committees	Notice boards/monthly publication/website/ hard copies/inspection	

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice boards/monthly publication/website	
Location of main Council office and accessibility details	Notice boards/monthly publication/website	
Staffing structure	Website/inspection	
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		
Annual return form and report by auditor	Inspection/hard copy	10p per sheet
Finalised budget	Inspection/hard copy/ monthly magazine/ website	10p per sheet
Precept	Inspection/hard copy/ monthly magazine/ website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Inspection/hard copy/website	10p per sheet
Grants given and received	Inspection/monthly publication/hard copy ie minutes/website	10p per sheet
List of current contracts awarded and value of contract	Inspection/hard copy	10p per sheet
Members' allowances and expenses	Inspection/hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Inspection/hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/inspection/hard copy	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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/sub-committee meetings and parish meetings)	Website/notice boards/ monthly publication/ hard copy	
Agendas of meetings (as above)	Website/notice boards/ hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	10p per sheet if more than 1 set req'd
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Inspection/hard copy	10p per sheet
Responses to consultation papers	Inspection/hard copy	10p per sheet

Responses to planning applications	Inspection/hard copy	10p per sheet
Byelaws	N/A	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	)) By inspection/hard copy) /website))	10p per sheet
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Inspection/hard copy Inspection/hard copy Website/inspection/hard copy Inspection/hard copy/ vacancies – website Inspection/hard copy	10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/inspection/hard copy	
Information security policy	Inspection/hard copy	10p per sheet
Records management policies (records retention, destruction, and archive)	Inspection/hard copy	10p per sheet
Data protection policies	Inspection/hard copy	10p per sheet
Schedule of charges (for the publication of information)	Website/inspection/hard copy	10p per sheet
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)	Inspection	
Assets register	Inspection/hard copy/ Website	10p per sheet
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	Website/inspection	
Register of gifts and hospitality	Inspection/website	
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		

Allotments	Notice boards/website	
Burial grounds and closed churchyards	Notice boards/website	
Community centres and village halls	Notice boards/website	
Parks, playing fields and recreational facilities	Notice boards/website	
Seating, litter bins, clocks, memorials, and lighting	Inspection	
Bus shelters	Inspection	
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Stewart Wilks
Clerk to the Council
Council Office
R/o Parish Hall
Church Road
Harlington
Beds, LU5 6LE

Tel: 01525 875933
email: clerk@harlington-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Photocopier costs
	Photocopying @ 20p per sheet (colour)	Colour printer costs
	Copy of Accounts (complete set)	£5.00 per set instead of per sheet
	Postage	Royal Mail standard 2 nd class
Statutory Fee		
Other	Staff time i.e., research fees for retrieval of archived material	Based on 30 minutes of staff time