

HPC Model Publication Scheme 2020

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	Hard copy Email Website	10p per sheet Free Free
Who's who on the Council and its Committees	Hard copy Email Website	10p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Email Website Notice Boards	10p per sheet Free Free Free
Location of main Council office and accessibility details	Hard copy Email Website Notice Boards	10p per sheet Free Free Free
Staffing structure	Hard copy Email Website	10p per sheet Free Free
<p>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)</p>	(hard copy or website)	

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Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy Email	10p per sheet Free
Precept	Hard copy Email	10p per sheet Free
Borrowing Approval letter	Hard copy Email	10p per sheet Free
Financial Standing Orders and Regulations	Hard copy Email	10p per sheet Free
Grants given and received	Hard copy Email	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy Email	10p per sheet Free
Members' allowances and expenses	Hard copy Email	10p per sheet Free
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	Hard copy Email	10p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email	10p per sheet Free

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard copy Email Website</p>	<p>10p per sheet Free Free</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy Email Website Notice boards</p>	<p>10p per sheet Free Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy Email Website Notice boards</p>	<p>10p per sheet Free Free Free</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Email Website Notice boards</p>	<p>10p per sheet Free Free Free</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Email Website Notice boards</p>	<p>10p per sheet Free Free Free</p>
<p>Responses to consultation papers</p>	<p>Hard copy Email</p>	<p>10p per sheet Free</p>
<p>Responses to planning applications</p>	<p>Hard copy Email</p>	<p>10p per sheet Free</p>
<p>Bye-laws</p>	<p>Hard Copy</p>	<p>10p per sheet</p>
<p>Class 5 – Our policies and procedures</p>	<p>(hard copy or website)</p>	

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(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	ALL Hard copy Email	10p per sheet Free
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	ALL Hard copy Email	10p per sheet Free
Information security policy	Hard copy Email	10p per sheet Free
Records management policies (records retention, destruction and	Hard copy	10p per sheet

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archive)	Email	Free
Data protection policies	Hard copy Email	10p per sheet Free
Schedule of charges (for the publication of information)	Hard copy Email	10p per sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register	Hard copy Email	10p per sheet Email
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)	Hard copy Email	10p per sheet Email
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10per sheet
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		
Community centre		
Parks, playing fields and recreational facilities		

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Seating, litter bins, memorials		
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:

Hardingstone Parish Council
Parish Room
High Street
Hardingstone
Northampton
NN4 6DA

SCHEDULE OF CHARGES

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

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

* the actual cost incurred by the public authority