

Harwell Parish Council Publication Scheme – Effective 1 Jan 2009

Reviewed: May 2014, May 2015, May 2016, April 2018, May 2018, May 2019, May 2020

Information available from Harwell Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 – Who we are and what we do Organisational information, structures, locations and contacts.	Current information only
Who's who on the Council and its Committees	Website / clerk / noticeboard
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / clerk / noticeboard To avoid spam, private email addresses are not published on the website, but are available on request from the clerk.
Location of main Council office and accessibility details	Website / clerk (accessibility details not on website)
Staffing structure	clerk
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 years only
Annual return form and report by auditor	Clerk (hardcopy), website
Finalised budget	Clerk (hardcopy), website
Precept	Clerk (hardcopy)
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Clerk (hardcopy), website
Grants given and received	Clerk (hardcopy)
List of current contracts awarded and value of contract	Clerk (hardcopy)
Members' allowances and expenses	Clerk (hardcopy)
Class 3 – What our priorities are and how we are doing	(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	2003 Parish Plan is on website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes on website/ clerk (hardcopy)
Quality status	N/A as yet
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 hard copy from clerk. We aim to provide full electronic archives of full council minutes and sub-committees on the website.
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / clerk/ noticeboard
Agendas of meetings (as above)	Website / clerk/ noticeboard
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / clerk
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Clerk (hardcopy)
Responses to consultation papers	Clerk (hardcopy)
Responses to planning applications	Clerk (hardcopy), website
Bye-laws	Not applicable as yet
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 & Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Clerk (hardcopy) & website where applicable – not all policies are in place.
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	Clerk (hardcopy) where applicable – not all policies are in place.

information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	No policy yet
Records management policies (records retention, destruction and archive)	No policy yet
Data protection policies	No policy yet
Schedule of charges)for the publication of information)	Clerk (hardcopy), website
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)	Clerk (hardcopy)
Assets Register	Clerk (hardcopy) & 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)	not applicable
Register of members' interests	VWHDC website
Register of gifts and hospitality	Clerk (hardcopy)
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 – plan of site & availability	Clerk (hardcopy)
Burial grounds and closed churchyards	Website / clerk
Community centres and village halls	not applicable
Parks, playing fields and recreational facilities	Clerk
Seating, litter bins, clocks, memorials and lighting	Clerk
Bus shelters	Clerk
Markets	N/A
Public conveniences	not applicable
Agency agreements	not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
All Council Policies	Website / clerk
Risk Assessment	Clerk (hardcopy), website
Emergency Plan	Clerk, website

Contact details:

The office in the village hall is open between 08.30 and 15.00 hrs on Mondays.

The Office Telephone Number is 07749 361957

Any correspondence to the Council should be addressed to:

Clerk, Harwell Parish Council, Harwell Village Hall, High Street, Harwell, OX11 0EX

The email address is ***clerk@harwellparish.co.uk***

Charges

No charge for information published on the website.

Hard copies of the information will be made available on request from the Clerk; alternatively the information will be made available for inspection by prior arrangement at a mutually convenient time. A minimum charge of £5 plus VAT will be levied for a maximum of 5 single sided A4 sheets; any copies thereafter will be charged at 20p per A4 sheet.

Charge is based on actual cost plus an allowance for the Clerk's time. Postage and stationery (if requested) will also be charged at cost.

Statutory Fees will be charged In accordance with the relevant legislation