



Information available from Upton Parish Council under the model publication scheme

This guidance gives examples of the kinds of information the Parish Council should make available to members of the public upon request.

The Parish Council should make the information 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- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme.

Information to be published CLASS 1	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible and email address (if used))	Website	Free



Main contact details for the Council	Website	Free
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 internal auditor	Website	Free
Finalised budget	Website – minutes	Free
Precept	Website – minutes	Free
Financial Standing Orders and Regulations	Website	Free
Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website – Minutes	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy / email	
Responses to consultation papers	Website - Minutes	Free
Responses to planning applications	Website - Minutes	Free
Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	



Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Grievance Procedures Recruitment Policy Disciplinary Procedures Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Class 5 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	Website – Minutes	Free
Register of members’ interests	Hard copy	Free
Register of gifts and hospitality	Hard copy	Free
Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	



Agency agreements	Hard copy	Free
Services for which the council is entitled to recover a fee, together with those fees	Hard copy / website / email	Free

Contact details:

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Email:- clerk@upton-pc.gov.uk