

## POLICY ON PUBLICATION SCHEME 2008

### Information available from Heptonstall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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	10p per sheet
Who's who on the Council and its Committees	“	“
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	“	“
Location of main Council office and accessibility details	“	“
Staffing structure	“	“
<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	10p per sheet
Annual return form and report by auditor	“	“
Finalised budget	“	“

Precept	Hard Copy	10p p/sheet
Financial Standing Orders and Regulations	“	“
Grants given and received	“	“
Members' allowances and expenses	“	“
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per sheet
Quality status	“	“
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	10p per sheet
Agendas of meetings (as above)	“	“
Minutes of meetings (as above) – <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	“	“
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	“	“
Responses to consultation papers	“	“
Responses to planning applications	“	“

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Financial Regulations and policy on members’ allowances  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Dealing with the Press</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information  Complaints procedures  Requests for information and operating the publication scheme  Policies for staff recruitment, performance appraisal, discipline/grievance, bullying &amp; harassment and equality &amp; diversity</p>	<p>“</p>	<p>“</p>
<p>Schedule of charges for the publication of information</p>	<p>“</p>	<p>“</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy	10p per sheet
Register of members' interests	By inspection	
Record of receipt & decision (incl appeal) in respect of planning applications	By inspection or copy	“

**Contact details:**      **Mr Roger M Greenwood**  
**The Clerk**  
**Heptonstall Parish Council**  
**The Mallards**  
**Underbank**  
**HEBDEN BRIDGE HX7 6PP**

**Tel : 01422 844283**  
**E-mail : rmghpc@hotmail.com**

### **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 sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority