

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



CHPC Model Publication Scheme

Information available from COLNEY HEATH PARISH COUNCIL under the Freedom of Information Scheme based on the Model Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Colney Heath Parish Council has adopted the model publication scheme prepared and approved by the Information Commissioner (ICO). See link to the ICO website for more information - <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/#:~:text=The%20ICO%20model%20publication%20scheme%20allows%20for%20fees,what%20the%20charge%20is%20for%20and%20the%20amount.>

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Council will provide responses to requests in the following time scales:

- 20 working days for freedom of information and environmental information requests.

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 reuse".

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



INFORMATION TO BE PUBLISHED

Note: Information obtained through the Parish Council's website is free of charge. For hard copies of information charges apply, see Schedule of Charges for details.

	How the information can be obtained	Cost
Class1 - Who we are and what we do - current information only (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees and Working Parties	Hard copy Website/Email	Charge Free
Contact details for Clerk and Council members	Hard copy Website/Email	Charge Free
Location of main Council office and accessibility details	Hard copy Website/Email	Charge Free
Staffing structure	Hard copy Website/Email	Charge Free
Class 2 – What we spend and how we spend it - Current and previous financial year (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy Website/Email	Charge Free
Finalised budget	Hard copy Website/Email	Charge Free
Precept	Hard copy Website/Email	Charge Free

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 ☎ **Telephone:** (01727) 825 314
 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
 ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



	How the information can be obtained	Cost
Borrowing Approval letter	Hard copy Website/Email	Charge Free
Financial Standing Orders and Regulations	Hard copy Website/Email	Charge Free
Grants given and received	Hard copy Website/Email	Charge Free
List of current contracts awarded and value of contract	Hard copy	Charge
Members' allowances and expenses	Hard copy Website/Email	Charge Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
CHPC Vision	Hard copy Website/Email	Charge Free
Local Council Award Scheme	Hard copy Email	Charge Free
Class 4 – How we make decisions - Current and previous council year as a minimum (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website/Email	Charge Free
Agendas of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard copy Website/Email	Charge Free
Minutes of meetings (as above)	Hard copy Website/Email	Charge Free

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



	How the information can be obtained	Cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website/Email	Charge Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website/Email	Charge Free
Bye-laws	Hard copy Email	Charge Free
Class 5 – Our policies and procedures - Current information only (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business, including: Standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy Website/Email	Charge Free
Policies and procedures for the provision of services and about the employment of staff, including: Equal opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website/Email	Charge Free
Records management policies (records retention, destruction and archive)	Hard copy Website/Email	Charge Free
Data protection policies	Hard copy Website/Email	Charge Free

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 🌐 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



	How the information can be obtained	Cost
Schedule of charges for the publication of information	Hard copy Website/Email	Charge Free
Class 6 – Lists and Registers - <i>Currently maintained lists and registers only</i> Note: some information may only be available by inspection		
Asset Register	Hard copy Website/Email	Charge Free
Register of members' interests	Hard copy Website	Charge Free
Register of gifts and hospitality	Hard copy Website/Email	Charge Free
Class 7 – The services we offer - <i>Current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Note: some information may only be available by inspection		
Burial grounds and closed churchyards	Hard copy Website/Email	Charge Free
Parks, playing fields and recreational facilities	Hard copy Website	Charge Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Website/Email	Charge Free
Bus shelters	Hard copy Website/Email	Charge Free

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



SCHEDULE OF CHARGES

Information obtained through the Parish Council's website and by email is free of charge. For hard copies of information, the following charges apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying – Black and White @ 15p per A4 copy 18p per A3 copy	Actual cost *
	Photocopying – Colour @ 21p per A4 copy 26p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

CONTACT DETAILS:

Clerk to the Council
Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk

website: <http://www.colneyheathparishcouncil.gov.uk>

Policy reviewed by Clerk 22/02/2024

Reviewed by Clerk Feb 2024

For review by Clerk June 2026