

# Information available from Harwich Town Council under the publication scheme

Harwich Town Council has adopted the Information Commissioner's [Model Publication Scheme](#) and is committed to making information available to the public as part of its normal business activities. The following is a guide to the information produced and published by the council, how the information is made available, and any fees associated with the provision of such information.

## Information included

The council will make available all information in each class below, 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 authority will provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

## 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 re-use".

### Fees and Charging

Where possible, information will be available online and free of charge. Where information is only available or requested in hard copy, fees will be justifiable, clear and kept to a minimum. Charges will be made for actual disbursements incurred including photocopying, postage or the costs incurred as a result of viewing information. Payment may be requested prior to the provision of information. Fees will be applied equally to all requesters.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who We Are and What We Do</b> (Organisational Information, Structures, Locations and Contacts) Current information only.	Website or Hard copy	
List of Council Members and their Responsibilities; List of Council Committees; Details of any Representation of Local Public Bodies; and Organisational Chart	Website	Free
Postal and Email Address: Contact details for the Town Clerk and Council Members (Where possible, named contacts with phone numbers and email addresses)	Website	Free

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Location of main Council Office and Accessibility Details	Website	Free
Staffing Structure	Website	Free
<b>Class 2 – What We Spend and How We Spend It</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum.	<b>Website or Hard copy</b>	
Statement of Accounts and Internal audit report in the format included in the Annual Return Form.	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract (over £5000)	Website	Free
Members' Allowances and Expenses	Website	Free
<b>Class 3 – What Our Priorities Are and How We Are Doing</b> (Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews)  Current and previous year as a minimum.	<b>Website or Hard Copy</b>	
Annual Governance Statement in format included in the Annual Return Form	Website	Free
Parish Plan	N/A	N/A
Annual Report to Annual Parish Meeting	N/A	N/A
Quality status	N/A	N/A
Local Charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection or any other impact assessments as appropriate and relevant	Hard Copy	10p per sheet

<b>Class 4 – How We Make Decisions</b> (Decision-Making Processes and Records of Decisions) Current and previous council year as a minimum.	<b>Website or Hard Copy</b>	
Timetable of meetings (Council and any committee/sub-committee meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this excludes information that is properly regarded as exempt from disclosure.	Website	Free
Reports presented to council meetings – n.b. this excludes information that is properly regarded as exempt from disclosure.	Website	Free
Responses to consultation papers	Hard copy or website (if within meeting minutes)	10p per sheet Free
Responses to planning applications	Hard copy; website (if within meeting minutes); Via <a href="#">Public Access</a>	10p per sheet Free Free
Bye-laws	N/A	N/A
<b>Class 5 – Our Policies and Procedures</b> (Current Written Protocols, Policies and Procedures for Delivering our Services and Responsibilities) Current information only.	<b>Website or Hard Copy</b>	
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	Website Website Website Website Website	Free Free Free Free Free

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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	N/A	N/A
Equality & Diversity Policy	Website	Free
Health & Safety Policy	Website	Free
Recruitment Policies and Details of Current Vacancies	N/A	N/A
Policies and Procedures for handling requests for information	Website	Free
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Records management, personal data and access to information policies	Website	Free
Information Security Policies	Website	Free
Records Retention, Destruction and Archives Policies	Website	Free
Data Protection	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers	N/A	N/A
Asset Register (Redacted version)	Hardcopy	10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests.	N/A	N/A
Register of Members' Interests	Website	Free
Register of Gifts and Hospitality	N/A	N/A

<p><b>Class 7 – The services We Offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only.</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	Free
Burial Grounds and Closed Churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, Playing Fields and Recreational Facilities	Website	Free
Seating, Litter Bins, Clocks, Memorials and Lighting (see Asset Register)	Hardcopy	10p per sheet
Bus Shelters	N/A	N/A
Markets	N/A	N/A
Public Conveniences	N/A	N/A
Agency Agreement	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
<p><b>Additional Information</b></p>		
Annual Governance & Accountability Return (AGAR)	Website	Free
Bee Policy	Website	Free
Emergency Plan (Redacted version)	Website	Free
Grant Funding Policy, Application Form and Evaluation Form	Website	Free
Pest Control Policy	Website	Free
Protocol for Public Speaking	Website	Free

**Contact details:**

Website Address: [www.harwichtowncouncil.gov.uk](http://www.harwichtowncouncil.gov.uk)

Requests for hard copies can be made to - The Town Clerk, The Guildhall, Church Street, Harwich, Essex CO12 3DS

Telephone: 01255 507211      Email: [info@harwichtowncouncil.gov.uk](mailto:info@harwichtowncouncil.gov.uk)

**SCHEDULE OF CHARGES** – where a charge is applied for the provision of information, these will be reviewed annually. Please contact the council for current charges.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post
<b>Freedom of Information</b>	For information which costs the council less than £450 to collate, there will be no charge in addition to the disbursements referred to above.	

Date effective from:	24 February 2026
Last review date:	18 November 2019
Next review date:	February 2029