



PUBLICATION POLICY

CP20.04

Authorisation & last review as shown in the Policy Review Record CD08A

CHANGE LOG	
v.1 March 2018	Legacy template tailored to GUPC requirements whilst retaining all statutory requirements.
v.2 26 th June 2018	Adopted by resolution of full Council at a properly constituted general meeting held 26 th June 2018 - minute: 1806.05-1
v.3 26 th May 2020	New format, email & web addresses
v.4 27 th May 2025	Annual review

I PURPOSE

Pursuant to section 27 of the Localism Act 2011 and in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015, Grendon Underwood Parish Council ('the Council') is required to make public certain information regarding its day-to-day business, its policies, objectives, finances and powers.

This Policy describes what information is to be publicised and how and provides the framework within which Council will effectively manage and conduct its administrative arrangements in relation to the requirements of the relevant legislation such as to ensure the timely and efficient compliance with its obligations and to deliver its duties in regard to the residents of the Parish.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

This Policy has been drawn up within the context of the Parish Council's Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

II SCOPE

Grendon Underwood Parish Council is committed to openness and transparency in all of its activities and this Policy formalises how it will make relevant information public according to statute and available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

It lays out how all Councillors and council employees are expected to abide by these requirements.

III POLICY

1. The Council will publicise the information shown in the table below;
2. All information will be made public via the Council web site and to prominent notice boards where mandated by statute;
3. All information will be publicised in a timely fashion and as mandated by statute;
4. Requests for information will be accepted from all residents, organisations, public authorities and other members of the public subject to Data Protection and Freedom of Information legislation;
5. The Council reserves the right to charge for expenses incurred in providing any information in addition to that publicised on its web site and to quote on request;
6. All requests for information should be made to the Clerk to the Council by email on parishclerk@gupc.org.uk
7. Any information requested in any form other than electronic will be made available for reference at council premises and at mutually acceptable times during normal office hours;
8. The Council will take due regard of its obligations as a data processor under the General Data Provision Regulations, May 2018 when considering any request for information;
9. The Council will advise by email any decision not to provide information with the reasons why.

PUBLICATION POLICY

Information to be published	Location
Class1 - Who we are and what we do	
All Councillors have a council email address	Web site
The Clerk to the Council can be contacted by email	Web site
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Web site
Finalised budget	Web site
Precept	Web site
Financial Standing Orders and Regulations	Web site
Class 3 – What our priorities are and how we are doing	
The Council will hold 9 General Council Meetings, 1 Annual Parish Council Meeting and will call 1 Annual Parish meeting all of which will be minuted.	Web site
The Annual Parish Council Meeting will include annual reports from the Chair of Council and its Responsible Financial Officer.	Web site
Class 4 – How we make decisions	
Timetable of meetings	Web site
Agenda of next meeting	Web site
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web site
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web site
Responses to consultation papers	Web site
Responses to planning applications	Web site
Responses to residents' concerns	Web site
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business:	Web site
Procedural standing orders	Web site
Code of Conduct	Web site
Delegated authority in respect of officers	Web site
Committee and sub-committee terms of reference	Web site
Policy statements	Web site
Class 6 – Lists and Registers	
Assets Register	Web site
Register of members' interests	Web site
Class 7 – The services we offer	
Parks, playing fields and recreational facilities	Web site
Seating, litter bins, clocks, memorials and lighting	Web site
Bus shelters	Web site