Appendix 4: Detailed ICO Model Compliance Tables

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C1 / 001	Who's who on the Council and its Committees	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C1 / 002	Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Yes	Yes	Mandatory	Partly	Partly	Email addresses not published	HGPC have not published	HGPC have not published
C1 / 003	Location of main Council office and accessibility details	Yes	Yes	Mandatory	Partly	Yes	Accessibility information added	HGPC have not published	HGPC have not published
C1 / 004	Staffing structure	Yes	Yes	Mandatory	No	Yes	Staff details added	HGPC have not published	HGPC have not published
C1 / 005	Election flyer	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C1 / 006	Election results	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C1 / 007	Notification form for councillor vacancies	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	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.	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C2 / 001	Annual return form current 16/17	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 002	Annual return form previous 15/16	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 003	Notice of Public Rights and Publication of Unaudited Annual Return	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 004	Report by auditor current 16/17	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 005	Report by auditor previous 15/16	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 006	Electors Rights 16/17	No	Yes	Yes	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 007	Electors Rights 15/16	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 008	Finalised budget 17/18	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 009	Finalised budget 16/17	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 010	Precept 16/17	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 011	Precept 15/16	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 012	Statement of Accounts year ending 31 March 2016	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 013	Statement of Accounts year ending 31 March 2017	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 014	Drewitts Field Charity return (#305263)	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 015	Latest Risk Assessment	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 016	Past Risk Assessments	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 017	Risk Assessment Schedule (dates the council will review policies, risks, records, insurance etc)	No	TBD	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 018	Borrowing Approval letter	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 019	Financial Standing Orders and Regulations	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 020	Grants given and received	Yes	Yes	Mandatory	Partly	Partly	Contained within individual minutes	HGPC have not published	HGPC have not published
C2 / 021	Grants policy	No	Yes	Yes	Yes	Yes		HGPC have not published	HGPC have not published
C2 / 022	List of current contracts awarded and value of contract	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 023	Members' allowances and expenses	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C2 / 024	Certificate of Compliance from the Pensions Regulator	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C2 / 025	Certificate of Employer's Liability Insurance and Summary of Insurance Cover	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C3 / 001	Neighbourhood Plan information	No	Yes	Yes	No	Yes		HGPC have not published	HGPC have not published
C3 / 002	Parish Plan (current and previous year as a minimum)	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C3 / 003	Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C3 / 004	Quality status	Yes	No	Mandatory	NA	NA	N/A	HGPC have not published	HGPC have not published
C3 / 005	Local charters drawn up in accordance with DCLG guidelines	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C4 / 001	Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C4 / 002	Agendas of meetings (as above)	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C4 / 003	Minutes of meetings (as above) –n.b. this will exclude information that is properly regarded as private to the meeting.	Yes	Yes	Mandatory	Partly	Partly	Draft minutes of meetings not published	HGPC have not published	HGPC have not published

Appendix 4: Detailed ICO Model Compliance Tables

C4 / 004	Reports presented to council meetings –n.b. this will exclude information that is properly regarded as private to the meeting.	Yes	Yes	Mandatory	No	Yes		HGPC have not published	HGPC have not published
C4 / 005	Meeting notice	Yes	Yes	Mandatory	Partly	Partly		HGPC have not published	HGPC have not published
C4 / 006	Responses to consultation papers	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C4 / 007	Responses to planning applications	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C4 / 008	Bye-laws	Yes	TBD	Mandatory	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C5 / 001	Policies and procedures for the conduct of council business including: Policy statements	Yes	Yes	Mandatory	Partly	Partly		HGPC have not published	HGPC have not published
C5 / 002	Delegated authority in respect of officers	Yes	Yes	Mandatory	TBD	TBD		HGPC have not published	HGPC have not published
C5 / 003	Code of Conduct	Yes	Yes	Mandatory	Yes	Yes		HGPC have not published	HGPC have not published
C5 / 004	Committee and subcommittee terms of reference	Yes	Yes	Mandatory	TBD	TBD		HGPC have not published	HGPC have not published
C5 / 005	Procedural standing orders	Yes	Yes	Mandatory	No	Yes		HGPC have not published	HGPC have not published
C5 / 006	Policies and procedures for the provision of services and about the employment of staff, including: Equality and diversity policy	Yes	TBD	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 007	Health and safety policy	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 008	Sickness and Absence policy	No	No	Yes	No	No		HGPC have not published	HGPC have not published
C5 / 009	Recruitment policies (including current vacancies)	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 010	Policies and procedures for handling requests for information	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 011	Complaints procedures (including those covering requests for information and operating the publication scheme)	Yes	Yes	Mandatory	No	Yes		HGPC have not published	HGPC have not published
C5 / 012	Internal instructions to staff and policies relating to the delivery of services	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 013	Disciplinary Policy	No	Yes	Yes	No	Yes		HGPC have not published	HGPC have not published
C5 / 014	Child protection Policy	No	No	Yes	No	No		HGPC have not published	HGPC have not published
C5 / 015	Press and Media Policy	No	No	Yes	No	No		HGPC have not published	HGPC have not published
C5 / 016	Grievance Policy	No	Yes	Yes	No	Yes		HGPC have not published	HGPC have not published
C5 / 017	Training & Development policy	No	No	Yes	No	No		HGPC have not published	HGPC have not published
C5 / 018	Information security policy	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 019	Breakfast Club constitution	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C5 / 020	Records management policies (records retention, destruction and archive)	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 021	Byelaws For Pleasure Grounds, Public Walks And Open Spaces	No	TBD	TBD	No	No		HGPC have not published	HGPC have not published
C5 / 022	Data protection policies	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 023	Schedule of charges (for the publication of information)	Yes	No	Mandatory	No	No		HGPC have not published	HGPC have not published
C5 / 024	Staff Job Descriptions	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class 6 – Lists and Registers Currently maintained lists and registers only - Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C6 / 001	Assets register	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C6 / 002	Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Yes	TBD	Mandatory	TBD	No		HGPC have not published	HGPC have not published
C6 / 003	Register of members' interests	Yes	Yes	Mandatory	No	Yes		HGPC have not published	HGPC have not published
C6 / 004	Register of gifts and hospitality	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C6 / 005	Asset Summary Report (current year)	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C6 / 006	Meeting Attendance Record	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Document #	Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Core document listed by ICO?	Does the Council hold this information?	Relevant to be published under HG PC model?	Published Pre-Review	Status as of 18-Jan-18	Notes	How the information can be obtained (website, paper etc.)	Cost
C7 / 001	Allotments	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C7 / 002	Community Shop	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C7 / 003	Village hall	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C7 / 004	Parks, playing fields and recreational facilities	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C7 / 005	Footpaths and open spaces	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C7 / 006	Breakfast Club	No	Yes	Yes	No	No		HGPC have not published	HGPC have not published
C7 / 007	Newsletters	Yes	Yes	Mandatory	No	No		HGPC have not published	HGPC have not published
C7 / 008	Others	Yes	TBD	Mandatory	No	No		HGPC have not published	HGPC have not published

Appendix 4: Detailed ICO Model Compliance Tables

C7 / 009	Mobile Library	No	Yes	Yes	No	Yes		HGPC have not published	HGPC have not published
C7 / 010	Seating, litter bins, clocks, memorials and lighting	Yes	Yes	Yes	No	No		HGPC have not published	HGPC have not published