

Allerthorpe Parish Council
(the Council)

Freedom of Information Policy

2014

Freedom of Information

This Publication Scheme was adopted by Allerthorpe Parish Council on Thursday 21st May 2014 and is operational from that date.

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Council and does not require further approval, being valid until further notice.

The publication scheme commits the Council 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.

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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Classes of Information

Who we are and what we do- Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures- Current written protocols for delivering our functions and responsibilities.

Lists and Registers- Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The Classes of Information will NOT generally include: -

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The Method by which Information Published under this Scheme will be made Available

1. The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Information will be provided on the Council's website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the

Council will indicate how information can be obtained by other means and provide it by those means.

3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.
5. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
6. Charges which may be made for Information published under this scheme.
7. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.
8. Material which is published and accessed on a website will be provided free of charge.
9. Charges will be made for information subject to a charging regime specified by Parliament.
10. Charges will be made for actual disbursements incurred such as: -
 - Photocopying
 - Postage and Packaging
 - The costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held. by the Council.
11. Charges will also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in

accordance with a published schedule or schedules of fees which is readily available to the public.

12. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Allerthorpe under the Model Publication Scheme

21st May 2014

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) (Current information only)	(website and/or hard copy)	
Who's who on the Council	Website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p per sheet
Staffing structure	Website Hard copy	Free 10p per sheet
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)	(hard copy and/or website)	

Annual return form and report by auditor	Hard copy	10p a sheet
Finalised budget	Website Hard copy	Free 10p a sheet
Precept	Website Hard copy	Free 10p a sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet
Quality status	Not applicable	

Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) (Current and previous council year as a minimum)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings, parish meetings and working groups)	Web-site Hard copy	Free 10p a sheet
Agendas of meetings of the Council	Web-site Parish Noticeboards Hard copy at meeting	Free Free Free
Minutes of meetings of the Council NB: this will exclude information that is properly regarded as private to the meeting.	Web-site Hard copy of the minutes of the previous meeting, at the next meeting.	Free 10p a sheet
Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Website (minutes) Hard copy	Free 10p per sheet

Bye-laws	Hard copy	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hard copy Hard copy Hard copy	10p per sheet 10p per sheet 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)))Website))Hard Copy)	Free 10p per sheet

Information security policy	Not available as still to be drafted for approval	
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Not available as still to be drafted for approval	
Schedule of charges (for the publication of information)	Hard copy	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	10p a sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Councils)	Not applicable	
Register of members' interests	Hard copy	10p a sheet

Register of gifts and hospitality	Hard copy	10p per sheet
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	(Hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard copy	Free 10p a sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website Hard copy Inspection of files as agreed with the Clerk	Free 10p a sheet Free
Seating, litter bins, clocks, memorials, lighting (Details in Asset Register)	Hard copy	10p a sheet
Bus shelters (Details in Asset Register)	Hard copy	10p a sheet
Markets	Not applicable	
Public conveniences	Not applicable	

Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)	Hard copy	10p a sheet

Contact details:

All requests for hard copies should be made by e-mail or in writing to the Parish Clerk:

[Mr. T Howard-Smith](#)

**Barn Owl Cottage
Main StreeAllerthorpe
YO42 4RW**

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per single sided sheet (black & white)	Actual cost
	Photocopying in colour (where possible) Price per single sided sheet on application	Actual cost
	Postage	Actual cost of Royal Mail. All correspondence will be sent by standard 2nd class mail. If 1st class post is requested this will be charged at the appropriate rate.
Other	Copies of archived items held by ERY County Archives or solicitors	Cost on application