Publication Scheme

In line with section 20 of the Freedom of Information Act 2000 the Information Commissioner has now developed and approved a new model publication scheme which was adopted by the Parish Council on 5 November 2008. The scheme is operational from 1 January 2009.

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 heldby the authority andfalls within the classifications below.
* To specify the information which is held by the authority and falls within the classifications below.
* 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.

**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.

**Information available from Thorp Arch Parish Council under the model publication scheme**

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| --- | --- | --- |
| **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)    This will be current information only    N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (hard copy and/or website) |  |
| Who’s who on the Council and its Committees | Council Website  By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Council Website  By email from the Clerk  Hard copy from the Clerk | 10p/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 from the Clerk | 10p/sheet |
| Finalised budget | By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| Precept | (see Finalised budget) |  |
| Financial Standing Orders and Regulations | By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| Grants given and received | By email from the Clerk  Hard copy from the Clerk | 10p/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) | Hard copy from the Clerk | 20p/sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Council Website  By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| Local charters drawn up in accordance with DCLG guidelines | By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| **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 and parish meetings) | Website  By email from the Clerk |  |
| Agendas of meetings (as above) | Website |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Council Website (last year only)  By email from the Clerk (last 2 years only)  Hard copy from the Clerk | 10p/sheet |
| Responses to consultation papers | By email from the Clerk  (last 2 years only)  Hard copy from the Clerk | 10p/sheet |
| Responses to planning applications | By email from the Clerk (last 2 years only)  Hard copy from the Clerk | 10p/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    Delegated authority in respect of officers  Code of Conduct | By email from the Clerk  Hard copy from the Clerk  Hard copy from the Clerk  By email from the Clerk  Hard copy from the Clerk | 10p/sheet  10p/sheet    10p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:    Policies and procedures for handling requests for information      Complaints procedures (including those covering requests for information and operating the publication scheme) | Council Website  By email from the Clerk  Hard copy from the Clerk  By email from the Clerk  Hard copy from the Clerk | 10p/sheet    10p/sheet |
| Schedule of charges (for the publication of information) | Council Website  By email from the Clerk  Hard copy from the Clerk | 10p/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) | By inspection – apply to the Clerk |  |
| Assets Register | By email from the Clerk  Hard copy from the Clerk | 10p/sheet |
| Register of members’ interests | By inspection – apply to the Clerk |  |
| Register of gifts and hospitality | By inspection – apply to the Clerk |  |
| **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) |  |
| Seating, litter bins, clocks, memorials and lighting | Various seats, War memorial |  |
| Bus shelters | 1 bus shelter |  |

**Contact details:**

Clerk to the Council – Tina Wormley Tel: 0113 2893624  Email:

[clerk@thorp-arch.org.uk](mailto:clerk@thorp-arch.org.uk)

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @ 10p per sheet (black & white) | Actual cost |
| **Disbursement cost** | Photocopying @ 20p per sheet (colour) | Actual cost |
| **Disbursement cost** | Postage | Actual cost of Royal Mail standard 2nd class |