

NORTH STAINLEY WITH SLENGFORD PARISH COUNCIL PUBLICATION SCHEME

The scheme sets out how the Parish Council makes information about its work available to members of the public, both routinely and under the right of access given by the Freedom of Information Act and Environmental Information Regulations.

There are 7 different categories in the scheme, covering the information concerning the normal business activities of the authority and how it will be provided to you:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

A list of the information which is available is set out in a document called the 'Guide to Proactively Published Information'. A copy of this guide is given below. It should be read in conjunction with the Council's 'Policy for the Retention of Documents and Information'.

If you would like to request a copy of the guide to proactively published information, or request copies of any of the information which is available to the public, please contact the Clerk to the Parish Council whose details are given below. Where a request for information is received we must send you a response within 20 working days. That response must either be the provision of the information or a refusal notice drawn up in accordance with the provisions of the legislation.

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Where practical the Parish Council will also endeavour to publish as much information as possible made available through this scheme on its website (www.northstainleyparishcouncil.btck.co.uk).

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

Charges

Whilst the purpose of this scheme is to make the maximum amount of information readily available to the public at minimum inconvenience and cost, the Parish Council may charge for providing copies of some of the information to cover expenses such as photocopying or postage and packing.

A schedule of the charges that will be levied for providing information is given at the end of this document. If a charge is to be made confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

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Information available under the model publication scheme.

Information to be published	How the information can be obtained. Hard copies will be provided by e-mail wherever possible.	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	<ul style="list-style-type: none"> • Newsletter distributed to each household on electoral roll after each meeting. • Council's website: www.northstainleyparishcouncil.btck.co.uk 	0
Who's who on the Council and its Committees.	<ul style="list-style-type: none"> • Hard copy. • Displayed on Council's website. 	0
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)).	<ul style="list-style-type: none"> • Displayed on parish noticeboards. • Displayed on Council's website. • Printed in each newsletter / public communication 	0
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.)		
Annual return form and report by auditor.	<ul style="list-style-type: none"> • Hard copy. • Displayed on parish noticeboards as per regulatory requirements, also on Council's website • Internal auditor's opinion included in minutes of Annual Parish Council meeting. 	0
Finalised budget.	<ul style="list-style-type: none"> • Hard copy. • Displayed on Council's website. 	<ul style="list-style-type: none"> • A4 • 0 • 0
Precept.	<ul style="list-style-type: none"> • Included in budget. • Amount requested included in newsletter summary • 	<ul style="list-style-type: none"> • A4 • 0

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Financial Standing Orders and Regulations.	<ul style="list-style-type: none"> • Hard copy. • Displayed on Council's website 	<ul style="list-style-type: none"> • A4 • 0
Grants given and received – as applicable.	<ul style="list-style-type: none"> • Hard copy. • Displayed on Council's website 	<ul style="list-style-type: none"> • A4 • 0
List of current contracts awarded and value of contract.	<ul style="list-style-type: none"> • Hard copy prepared on demand 	<ul style="list-style-type: none"> • A4
Members' expenses	<ul style="list-style-type: none"> • Hard copy prepared on demand. • Included in accounts on website 	<ul style="list-style-type: none"> • A4 • 0
VAT records	<ul style="list-style-type: none"> • Hard copy 	<ul style="list-style-type: none"> • A4
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum.)	<ul style="list-style-type: none"> • Included in minutes of Annual Parish & Annual Parish Council Meetings. • Displayed on Council's website. • Published in newsletter after May meetings 	0
Local charters drawn up in accordance with DCLG guidelines	<ul style="list-style-type: none"> • North Yorkshire County Council Parish Charter available from North Yorkshire County Council. 	-

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> • Displayed on parish noticeboards. • Dates publicised in regular newsletter. • Agendas displayed on parish noticeboards and Council's website • 	0
Agendas of meetings (as above).	<ul style="list-style-type: none"> • Hard copy available at meetings. • Displayed on noticeboards & Council's website at least 3 days before a meeting 	0
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Hard copy. • Distributed by e-mail, on regular basis, on request. • Displayed on parish noticeboards & Council's website after approval 	0
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Hard copy 	A4
Responses to consultation papers	<ul style="list-style-type: none"> • Included in the minutes of each meeting • Occasionally summarised in newsletter 	0
Responses to planning applications	<ul style="list-style-type: none"> • Included in the minutes of each meeting • Can also be viewed at www.harrogate.gov.uk/planning 	0

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 (contained in Standing Orders); Code of Conduct; Member’s declarations of acceptance of office.; Policy statements.	<ul style="list-style-type: none"> • Hard copy • Available on Council’s website • Members’ Declarations of Acceptance of Office available in hard copy only 	<ul style="list-style-type: none"> • A4 • 0
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); Clerk’s contract of employment and job description.	<ul style="list-style-type: none"> • Hard Copy • Contact form on Council’s website 	<ul style="list-style-type: none"> • A4 • 0
Records management policies (records retention, destruction and archive).	<ul style="list-style-type: none"> • Hard Copy • Available on Council’s website 	<ul style="list-style-type: none"> • 0
Schedule of charges (for the publication of information).	<ul style="list-style-type: none"> • Hard copy (see bottom of this document) 	<ul style="list-style-type: none"> • A4

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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). Electoral Roll	<ul style="list-style-type: none"> • Available for inspection by arrangement with the Clerk 	-
Asset Register.	<ul style="list-style-type: none"> • Hard copy • Available on Council’s website • 	<ul style="list-style-type: none"> • A4 • 0
Register of members’ interests.	<ul style="list-style-type: none"> • Available from Harrogate Borough Council. • By inspection – contact Clerk. • Displayed on Council’s website • 	<ul style="list-style-type: none"> • - • - • 0
Register of gifts and hospitality.	<ul style="list-style-type: none"> • Available from Harrogate Borough Council • 	-

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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		
Parks, playing fields and recreational facilities Inspection reports, risk assessments and other information relating to children’s equipped play areas.	<ul style="list-style-type: none"> • Hard copy. 	<ul style="list-style-type: none"> • A4
Seating	<ul style="list-style-type: none"> • Seats listed on asset register (see above). 	
Bus shelters	<ul style="list-style-type: none"> • Hard copy. 	<ul style="list-style-type: none"> • A4

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	CHARGE	BASIS OF CHARGE
Disbursement Cost	A4 – photocopying (may be collected from Clerk, or posted at additional cost).	10p per sheet.	Actual cost, including time and materials.
	Postage (depending on weight and size of package).	From £0.59	Actual cost of Royal Mail standard 2 nd class
	Other (as identified in scheme)	Variable.	
Statutory Fee			In accordance with the relevant legislation (quote the actual statute)
Other	E-mail.	No charge.	-

* the actual cost incurred by the public authority

ADOPTED BY THE PARISH COUNCIL: 22nd May 2018
DUE FOR REVIEW: 14th May 2019 (Annual Meeting)