

# **Nunthorpe Parish Council**

## **Freedom of Information Act Guide to the Publication Scheme**

### **Introduction**

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which should now be adopted and operated by Nunthorpe Parish Council as soon as possible.

### **Nunthorpe Parish Council Publication Scheme**

The Scheme provides a list of all the information the parish council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

### **Manner of publication**

It is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information will be placed on the Parish Council web-site and where this is not possible the information needs to be made available and / or sent to the person requesting it.

The publication scheme and this guide to information should also be accessible on the council noticeboard.

# NUNTHORPE PARISH COUNCIL

## Information available under the model publication scheme

**Chairman: Cllr. K Tomlinson**

**Clerk to the Council: Angela Livingstone**  
**1 Muirfield, Nunthorpe, Middlesbrough, TS7 0JN**  
**Tel. 01642 274283**  
**Email: nunthorpeparishclerk@hotmail.co.uk**

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	In the Parish Council news	On Line Free: Hard copy 50p / Sheet
Who's who on the Council	Parish Council News and Newsletters Web-site	On Line Free: Hard copy 50p / Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web-site Newsletters, Notice board	On Line Free: Hard copy 50p / Sheet

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Information annually displayed on the notice boards, Available to view via Appointment with the Clerk</p>	<p>Inspection Free Hard copy 50p / Sheet plus postage</p>
<p>Annual return form and report by auditor</p>		
<p>Finalised budget</p>	<p>Information updated on web-site through the minutes of meetings</p>	
<p>Precept</p>		
<p>Financial Standing Orders and Regulations</p>		
<p>Grants given and received</p>		
<p><b>Class 3 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> <p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p>	<p>All information is available on the web-site or can be viewed via Appointment with the Clerk</p>	<p>Inspection Free Hard copy 50p / Sheet plus postage</p>

<p><b>Class 4 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	<p>Can be viewed via appointment with the Clerk</p>	<p>Inspection Free          Hard copy 50p / Sheet plus postage</p>
<p>Policies and procedures for the conduct of council business:          Procedural standing orders          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>		
<p>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)</p>		

<p><b>Class 5 – Lists and Registers</b>          Currently maintained lists and registers only</p>	<p>Information is available on the web-site or can be viewed via appointment with the Clerk</p>	<p>Inspection Free          Hard copy 50p / Sheet plus postage</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>		
<p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Cost of paper / printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities
		When estimating the cost of compliance, the following is taken into consideration <ul style="list-style-type: none"> <li>• Determining whether it holds the information requested</li> <li>• Locating the information</li> <li>• Retrieving such information or documents</li> <li>• The cost of staff time associated with these activities is currently calculated at £25 per hour.</li> </ul>
<b>Other</b>		

Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements. \* The actual cost incurred by the public authority you cannot take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.