

Publication Scheme – Schedule of Fees

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.

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 held by the authority and falls 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

1) Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.	5) Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
2) What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	6) Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority
3) What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.	7) The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
4) How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	

Information available from Lower Washburn Parish Council under the model publication scheme...

Information to be published

How 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.

- Who's who on the Council and its Committees
- Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))

Website, Noticeboards, or 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
- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- Annual Report to Parish or Community Meeting (current and previous year as a minimum)

Website or 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

(Last 2 years only)

- Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers
- Responses to planning applications

Website or email from the Clerk

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

- Policies and procedures for the conduct of council business
- Procedural standing orders
- Delegated authority in respect of officers
- Code of Conduct
- 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)
- Schedule of charges (for the publication of information)

Website or email from the Clerk

Hard copy from the clerk

10p/sheet

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)
- Assets Register
- Register of members' interests
- Register of gifts and hospitality

Website or email from the Clerk

Hard copy from the clerk

10p/sheet

(some information may only be available by inspection or by request to Harrogate BC)

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

Website or email from the Clerk

Hard copy from the clerk

10p/sheet

(some information may only be available by inspection)

Assets:

Seating, village pump, and village stocks, telephone kiosk

Contact details:

Clerk to the Council – Mr. M. Elam Tel: 01943 864312

Email: lowerwashburnpc@hotmail.co.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 2 nd class