



EGGLESCLIFFE & EAGLESCLIFFE COUNCIL

Publication Scheme

The publication scheme has been prepared and approved by the information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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

Who we are and what we do.

Organisational information on locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and annual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspection and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocol for delivering 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, 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 will be published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by a website, a public authority will indicate how information can be obtained by other means and provide it by those means,

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 made within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme.

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 authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under the scheme where they are legally authorised, they are in all the circumstances, including the general principles of the rights 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 (Appendix 1).

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 information.

Written requests.

Information held by a public authority 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.

Appendix 1

Information	Where is the information?	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website Noticeboard	Online Free: Hard copy 50p / Sheet
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
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	Website	Hard copy 50p / sheet plus postage
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Previous minutes not on the website can be viewed at the Archives within Stockton Council	
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.	Website	Hard copy 50p / sheet plus postage
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	

<p>Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		<p>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>	Website	
<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/ procedures for handling requests for information Complaints procedures (including those covering requests for information and operating this scheme)</p>	Website	
<p>Class 5 – Lists and Registers Currently maintained lists and registers only</p>	Website	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	Website	
<p>Assets Register</p>	Website	
<p>Register of members' interests</p>	Website	
<p>Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	Website	
<p>Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting</p>	Website	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	On the website	
<p>Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	Website	

SCHEDULE OF CHARGES

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

Where the limit is not exceeded, the only charges that can be passed on 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.