

Sherburn in Elmet Parish Council Freedom of Information Act 2000 – Publication Scheme

The Freedom of Information Scheme is intended to encourage local councils to publish more information and to develop greater openness and transparency. All local authorities are required to have a publication scheme, and to list the information it produces (Classes of Information). Other information is available from the Parish Clerk, who also may know where to locate information not published by the Parish Council and who will help seek that information.

Details of the Freedom of Information Publication Scheme and the Classes of Information will be available on the Parish Web Site (<http://www.sherburninemet-pc.gov.uk>) and will be updated as and when required. Sherburn in Elmet Parish Council tries to be open and accountable, and is happy to make documents detailed in the following list available. Photocopies of documents requested under this scheme will be forwarded within 15 working days. If for some reason a request for information is refused a full explanation must be supplied. Any appeal against refusal can be dealt with using the Parish Council's existing Complaints Procedure. (Details of the procedure are available from the Parish Clerk). Should the applicant be NOT satisfied with the response there is a procedure to appeal to the Information Commissioner (see www.ico.gov.uk) The Parish Council may impose a charge of 10p per sheet for the cost of photocopying documents (postage and packing at cost). Charges will be at the discretion of the Parish Clerk. When dealing with these issues the Parish Clerk will use the guidance published by the Information Commissioners Officer to reach a decision.

Further information or copies of particular documents can be requested from the Parish Clerk. In the spirit of openness and accountability the Parish Council allows residents to address Councillors at all Parish Council Meetings during 'a public speaking session'. Details can be obtained from the Parish Clerk. The Parish Clerk is responsible for operating the scheme on a day-to-day basis. The Chairman of the Parish Council will be responsible in their absence.

Parish Clerk : Margaret Gibson
Projects Officer : Shirley Holroyd

Sherburn in Elmet Parish Council Office

Eversley Park Centre

Low Street

Sherburn in Elmet

North Yorkshire

LS25 6BA t: 01977 681024 e: sherburninemet_1@tiscali.co.uk

Parish Council Office Hours:

| | |
|----------------------------|----------------------|
| Monday/Tuesday & Wednesday | 10.00 am. – 4.00 pm. |
| Thursday | 10.00 am. – 3.00 pm. |
| Friday | 1.00 pm. – 4.00 pm. |

Sherburn in Elmet Parish Council Meetings are held on the 3rd Monday in the month at 7.00pm in the Harry Mountain Room at the Eversley Park Centre.

Information available from Sherburn in Elmet Parish Council under the Model Publication Scheme

Information to be published

How the information can be obtained

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

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))

Location of Council office and accessibility details.

Staffing structure

Website and hard copy. Details can be inspected by appointment with the Clerk.

Website and hard copy. Details can be inspected by appointment with the Clerk.

Website and above.

The Parish Council has 2 part time members of staff (1) Clerk and (2) Project Officer.

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

Hard copy. Details can be inspected by appointment with the Clerk.

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Hard copy. Details can be inspected by appointment with the Clerk.

Borrowing Approval letter

Hard copy or email. Details can be inspected by appointment with the Clerk.

Financial Standing Orders and Regulations

Hard copy or email. Details can be inspected by appointment with the Clerk.

Grants given and received

Hard copy or email. Details can be inspected by appointment with the Clerk.

List of current contracts awarded and value of contract

Hard copy or email. Details can be inspected by appointment with the Clerk.

Members' allowances and expenses (Not applicable as no members receive an allowance)

Details of receipted expenses are published in the Monthly Finance Report available on the website, email or hard copy.

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan

No plan finalised.

Annual Report to Parish Meeting

Hard copy.

Local charters drawn up in accordance with DCLG guidelines

Available from Selby District Council.

Quality Status (not applicable)

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)

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Agendas of meetings (as above)

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Responses to consultation papers

Website, email and hard copy. Details can be inspected by appointment with the Clerk.

Responses to planning applications

Available on Selby District Council Planning Portal.

Bye-laws NOT APPLICABLE NO BYE-LAWS

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Hard copy or website.

Current information only

Policies and procedures for the conduct of council business:

Website, email and hard copy.

- Procedural standing orders
- Committee and sub-committee terms of reference

- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

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)

Information security policy

Hard copy.

Records management policies (records retention, destruction and archive)

Hard copy.

Data protection policies

Hard copy .

Schedule of charges (for the publication of information)

Website, email and hard copy. Below.

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)

Hard copy.

Assets Register

Hard Copy.

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)

Hard copy.

Register of members’ interests

Inspection only by appointment with the Clerk.

Register of gifts and hospitality

Inspection only by appointment with 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)

(Hard copy or website; some information may only be available by inspection).

Current information only

Allotments

Email or hard copy.

Burial grounds and closed churchyards

Email or hard copy.

Seating, litter bins, clocks, memorials and lighting

Email or hard copy.

Markets (None Managed)

Email or hard copy.

Public conveniences

Email or hard copy.

Ponds

Email or hard copy.

Agency agreements

Email or hard copy.

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) NONE

Parks, playing fields and recreational facilities

Email or hard copy.

Seating, litter bins, clocks, memorials and lighting

Email or hard copy.

Bus shelters

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

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 @ 10p per sheet (black & white) | Actual cost * 10p per sheet. |
| | Photocopying @ 10p per sheet (colour) | Actual cost 10p per sheet. |
| | Postage | Actual cost of Royal Mail standard 2 nd class. |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute). |
| Other | NONE | |

* the actual cost incurred by the public authority