

# Glaisdale Parish Council

## Publication Scheme under the Freedom of Information Act

The Information Commissioner has reviewed the original publication scheme, instigated in 2003, and issued a revised model document which this council has adopted from 1st January 2009 and which will take the place of the existing scheme.

This authorities' key responsibilities are to represent the electorate of Glaisdale Parish, to take action within the legal framework and to provide a leadership focus for the community.

### INFORMATION AVAILABLE FROM GLAISDALE PARISH COUNCIL UNDER THE ACT.

#### 1 Who we are and what we do. (Organisational information, structures, locations and contacts.)

Published Information		Available format	Charge for information		
			Inspection	Hardcopy	Fee
> Who's who on the council and its committees	*	Hardcopy	NO	YES	10p / sht
> Contact details for Clerk and Councillors	*	Electronic copy (CD or Floppy disc)		YES	50p / Disc
> Location of council offices and accessibility details.	*	Download from website	NO		None
> Staffing structure.	n/a				

#### 2 What we spend and how we spend it. (Information re projected & actual income & expenditure, Procurement, contracts and Audit.)

Published Information		Available format	Charge for information		
			Inspection	Hardcopy	Fee
> Annual return form and Auditors report.	*	Hardcopy	NO	YES	10p / sht
> Final Budget	*	Electronic copy ( CD or Floppy disc)		YES	50p / Disc
> Precept request.	*	Download from website	NO		None
> Borrowing approval.	n/a				
> Financial standing orders and regulations	*				
> Grants allowed and received.	*				
> Current contracts placed and values	*				
> Members' allowances and expenses..	*				

#### 3 What our priorities are and how we are doing. (Strategies, plans, performance indicators, audits, inspections and reviews.)

Published Information		Available format	Charge for information		
			Inspection	Hardcopy	Fee
> Parish Plan.	*	Hardcopy	NO	YES	10p / sht
> Annual assembly report	*	Electronic copy ( CD or Floppy disc)		YES	50p / Disc
> Quality status	n/a	Download from website	NO		None
> Local Charters	n/a				

#### 4 How we make decisions. (Decision making processes and records of decisions.)

Published Information		Available format	Charge for information		
			Inspection	Hardcopy	Fee
> Timetables of meetings	*	Hardcopy	NO	YES	10p / sht
> Published agendas of meetings	*	Electronic copy ( CD or Floppy disc)		YES	50p / Disc
> Minutes of meetings.	*	Download from website	NO		None
> Reports presented to council meetings (excluding information private to that meeting)	*				
> Responses to consultation papers (excluding those made in electronic format (on-line))	*				
> Responses to planning applications	*				
> Bye Laws.	n/a				

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#### 5 Our Policies and Procedures. (Written protocols, policies and procedures by which our responsibilities are delivered.)

Published Information	Available format	Charge for information		
		Inspection	Hardcopy	Fee
<i>Policies and Procedures for the conduct of council business:</i>				
> Procedural Standing Orders	*	NO	YES	10p / sht
> Committee and Sub Committee terms of reference	n/a		YES	50p / Disc
> Delegated authority in respect of Officers	*	NO		None
> Code of Conduct	*			
> Policy Statements	*			
<i>Policies and Procedures for the provision of services and employment of staff:</i>				
> Internal policies relating to delivery of services.	*	NO	YES	10p / sht
> Equality & Diversity policy	*		YES	50p / Disc
> Health & Safety Policy.	*	NO		None
> Recruitment Policies (including any current vacancies)	*			
> Policies and procedures for handling requests for information.	*			
<i>Complaints procedures:(including those covering requests for information and operation of the publication scheme)</i>				
> Information security policy	*	NO	YES	10p / sht
> Records management policies	*		YES	50p / Disc
> Data protection policies	*	NO		None
> Schedule of charges (for the publication of information.)	*			

#### 6 Lists and Registers. (Those currently maintained only)

Published Information	Available format	Charge for information		
		Inspection	Hardcopy	Fee
> Any publicly available register or list.	*	NO	YES	10p / sht
> Assets register.	*		YES	50p / Disc
> Disclosure Log	n/a	NO		None
> Register of members interests.	*			
> Register of gifts and hospitality.	*			

#### 7 The services we offer. (Current only)

Published Information	Available format	Charge for information		
		Inspection	Hardcopy	Fee
> Allotments	n/a	NO	YES	10p / sht
> Burial grounds and closed churchyards	n/a		YES	50p / Disc
> Community Centres and Village Halls..	n/a	NO		None
> Parks, Playing fields and recreational facilities.	*			
> Seating, litter bins, clocks memorials and lighting.	*			
> Bus Shelters	n/a			
> Markets	n/a			
> Public Conveniences.	n/a			
> Agency Agreements.	*			
> Services for which the council is entitled to recover a fee.	n/a			

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### **8 Schedule of Charges.**

Type of charge	Description	Basis of Charge
Disbursement Costs	Photocopying at 10p per sheet ( Black & White) Photocopying at 30p per sheet ( Colour) Postage	<b>Actual Cost !</b> <b>Averaged actual cost ! **</b> <b>Cost of 2nd Class mail</b> (or 1st class mail if necessary)
Statutory Fee		<b>As per relevant legislation.</b> (To be advised on request.)

\*\* - Averaged actual cost is arrived at by dividing the cost of replacement ink cartridges by the number of A4 sheets a cartridge set will print at an average 35% ink coverage per page. (Printer manufacturers data used.)