



Danby Group Parish Council Publication Scheme

Freedom of Information Act

This publication scheme has been adopted from the document prepared by the Information Commissioner and it commits the Parish Council to make information available to the public as part of its normal business activities.

The Information Commissioner has stated the information covered is included in the classes of information mentioned below, where this information is held by the authority.

Generally speaking a publication 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Information to be published	How the information can be obtained
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Who we are and what we do Current information only	
Names and addresses of all Councillors	Website
Contact details of the Clerk & Councillors	Clerk on website, Councillors via the Clerk
Address	The Parish Council does not have a permanent address, the address quoted on the website is that of the Clerk (the only employee of the parish Council) who works on a part time basis from his home address.

What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. Current and historic information	
External Audit Annual Return	Website
Finalised budget	Hard copy only on request
Precept	Website (Minutes of meetings)
Financial Standing Orders / Regulations	Electronic copy available on request from the Clerk
Grants awarded / received	Website (Minutes of meetings) & Policy – Grant application process
Annual Accounts	Hard copy only on request
Current Service Level Agreements (Toilet Cleaning & Village Caretaker)	Hard copy only on request
Members Allowances & Expenses	Hard copy only on request

What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.	
Annual Report – Parish Assembly	Website (Minutes of meetings)

How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. Current year and historic	
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Timetable / dates / time of meetings	Website
Agendas	Website (last meeting & next meeting only)
Minutes (Excluding information regarded as private)	Website from April 2016 onwards Earlier meetings Hard copy only on request
Responses to Planning Applications	Website (Minutes of meetings, as immediately above)
Reports presented at Council Meetings documents referred to in Minutes	Hard copy only on request

Our policies and procedures Current written procedures / protocols for delivering our functions and responsibilities.	
Policies & Procedures for the conduct of Council Business: Standing Orders Financial Regulations Code of Conduct Recording Meetings	Website / Electronic copy available on request from the Clerk
Other Policies in respect of: Complaints Discipline Grievance Equality	Website
Privacy Policy (including data protection, document retention and information security)	Website
Schedule of Charges (for the provision of information)	Website

Lists and registers Information held in registers required by law and other lists and registers relating to the functions of the authority. Current information only	
Asset Register	List of assets held by the Parish Council Hard copy only on request
Register of members' interests	Website
Register of gifts & hospitality	Hard copy only on request

The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
Financial assistance in respect of the following: upkeep of public conveniences in the Parish, the Village Caretaker, Castleton Play Area, Parochial Church Council – graveyard upkeep. A conduit regarding access to information and services provided by the County & Borough Councils and the North York Moors National Park Authority.	Website (Minutes of meetings)

Contact Details:

Mr J Preston
Clerk, Danby Group Parish Council
27 Whitby Avenue
Guisborough
North Yorkshire
TS14 7AP

Schedule of Charges:

Photocopying / printing mono 10p / page, colour 50p / page

Postage – actual cost Royal Mail 2nd Class

Research / retrieval of material not routinely available (archived material) £10 / half hour or part thereof.

Written requests

Information held by the Danby Group Parish Council 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.