

Great Ayton Parish Council

ICO Model Publication Scheme 2014

£10 per transaction

£10 per transaction + below

<u>Information to be published</u>	How the information can be obtained	Cost for Emailed Copies	Cost for Paper Copies
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy or website)		
This will be current information only.			
<i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>			
Who's who on the Council and its Committees	The Clerk / Website	FOC	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Clerk / Website	FOC	FOC
Location of main Council office and accessibility details	C/o 41 Newton Road, Great Ayton, TS9 6DT		
Staffing structure	The Clerk	FOC	£0.20 per page
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)	(hard copy or website)		
<i>Current and previous financial year as a minimum</i>			
Annual return form and report by auditor	The Clerk / Website	FOC	£0.20 per page
Finalised budget	The Clerk	FOC	£0.20 per page
Precept	The Clerk	FOC	£0.20 per page
Borrowing Approval letter	N/A		
Financial Standing Orders and Regulations	The Clerk	FOC	£0.20 per page
Grants given and received	The Clerk	FOC	£0.20 per page
List of current contracts awarded and value of contract	The Clerk	FOC	£0.20 per page
Members' allowances and expenses	N/A		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)		
<i>Current and previous year as a minimum</i>			
Parish Plan (current and previous year as a minimum)	N/A		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk / Website	FOC	£0.20 per page
Quality status	N/A		
Local charters drawn up in accordance with DCLG guidelines	N/A		

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)		
<i>Current and previous council year as a minimum</i>			
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	The Clerk / Website	FOC	£0.20 per page
Agendas of meetings (as above)	The Clerk / Website / Noticeboards	FOC	£0.20 per page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	The Clerk / Website / Noticeboards / Library	FOC	£0.20 per page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	The Clerk / Website	FOC	£0.20 per page
Responses to consultation papers	The Clerk	FOC	£0.20 per page
Responses to planning applications	The Clerk	FOC	FOC
Bye-laws	HDC		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)		
<i>Current information only</i>			
<u>Policies and procedures for the conduct of council business:</u>			
Procedural standing orders	The Clerk	FOC	£0.20 per page
Committee and sub-committee terms of reference	N/A		
Delegated authority in respect of officers	N/A		
Code of Conduct	The Clerk / Website	FOC	£0.20 per page
Policy statements	The Clerk / Website	FOC	£0.20 per page
<u>Policies and procedures for the provision of services and about the employment of staff:</u>			
Internal instructions to staff and policies relating to the delivery of services	N/A		
Equality and diversity policy	<i>To Follow</i>		
Health and safety policy	<i>To Follow</i>		
Recruitment policies (including current vacancies)	<i>To Follow</i>		
Policies and procedures for handling requests for information	<i>To Follow</i>		
Complaints procedures (including those covering requests for information and operating the publication scheme)	The Clerk / Website	FOC	£0.20 per page
Information security policy	<i>To Follow</i>		
Records management policies (records retention, destruction and archive)	The Clerk / Website	FOC	£0.20 per page
Data protection policies	The Clerk / Website	FOC	£0.20 per page
Schedule of charges (for the publication of information)	The Clerk / Website	FOC	£0.20 per page

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)		
<i>Currently maintained lists and registers only</i>			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A		
Assets register	The Clerk	FOC	£0.20 per page
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)	N/A		
Register of members' interests	The Clerk / HDC	FOC	£0.20 per page
Register of gifts and hospitality	N/A		
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)			
<i>Current information only</i>			
Allotments	The Clerk / Website	FOC	£0.20 per page
Burial grounds and closed churchyards	The Clerk	FOC	£0.20 per page
Community centres and village halls	The Clerk	FOC	£0.20 per page
Parks, playing fields and recreational facilities	The Clerk	FOC	£0.20 per page
Seating, litter bins, clocks, memorials and lighting	The Clerk	FOC	£0.20 per page
Bus shelters	N/A		
Markets	N/A		
Public conveniences	The Clerk	FOC	£0.20 per page
Agency agreements	N/A		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	The Clerk	FOC	£0.20 per page
Additional Information			
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	The Clerk	FOC	£0.20 per page