ELDON PARISH COUNCIL

11th JULY 2023

Freedom of Information Act 2008 – Publication Scheme

Report of Clerk

1. Eldon Parish Council has had a publication scheme setting out arrangements for inspection of certain categories of information which it holds since 2009 (the scheme was adopted on 27th January 2009).

2. The model scheme has changed significantly over time. The requirements on local councils to provide access to information have changed significantly, particularly with the requirement to publish information on their websites, which greatly enhances opportunities for the public to be able to access information about the activities of Parish Councils.

3. The Information Commissioners Office most recent scheme is appended below. The scheme covers key areas of the activities of Parish Councils, although some are not currently relevant to Eldon Parish Council, such as allotments, cemeteries etc. Where these are not relevant, they are stated on the appended document.

4. Although most information will be freely available on our website, there may be occasions where the public requests a paper copy of certain types of information. The Publication Scheme allows for this, setting a standard charge of 15p per page for each black and white copy, plus postage costs.

5. It is **RECOMMENDED** that the current publication scheme be updated with the latest ICO model as set out below and that this be published on the Parish Council website.

Tom Bolton

Clerk to Eldon Parish Council

Information available from Eldon Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Paper copies if available as per the schedule below
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	ditto
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	ditto
Location of main Council office and accessibility details	Website	ditto
Staffing structure	Website	ditto

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	ditto
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	ditto
Finalised budget	Website	ditto
Precept	Website	ditto
Borrowing Approval letter	Website	ditto
All items of expenditure above £100	Website	ditto
Financial Standing Orders and Regulations	Website	ditto
Grants given and received	Website	ditto
List of current contracts awarded and value of contract	Website	ditto
Members' allowances and expenses	Website	ditto
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website	ditto
Annual governance statement in format included in the Annual Return form	Website	ditto
Parish Plan	Website	ditto
Annual Report to Parish Meeting	Website	ditto
Quality status	Website	ditto
Local charters drawn up in accordance with DLUHC's guidelines	Website	ditto
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	ditto

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	ditto
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Ditto
Agendas of meetings (as above)	Website	Ditto
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Ditto
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Ditto
Responses to consultation papers	Website (minutes)	Ditto
Responses to planning applications	Website (minutes)	Ditto
Bye-laws (we currently have none)	Website	Ditto
Class 5 - Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	Ditto
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information	Website	ditto

• Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Ditto
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard copy or Website; some information may only be available by inspection	Ditto
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	Ditto
Assets register, including details of public land and building assets	Website	Ditto
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Ditto
Register of members' interests	Website (link to Durham County Council website)	Ditto
Register of gifts and hospitality	Website	Ditto
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; some information may only be available by inspection	ditto
Allotments (we have none)	Website	ditto
Burial grounds and closed churchyards (we have none)	Website	ditto
Community centres and village halls (we have none)	Website	ditto

Parks, playing fields and recreational facilities (we have none)	Website	ditto
Seating, litter bins, clocks, memorials and lighting	Website	ditto
Bus shelters	Website	ditto
Markets (we have none)	Website	ditto
Public conveniences (we have none)	Website	ditto
Agency agreements	Website	ditto
Services for which we are entitled to recover a fee and details of those fees (eg burial fees) (we have none)	Website	ditto
Additional Information Information not itemised in the lists above	Website	ditto

Schedule of charges

This describes how charges have been arrived at and are published as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying in colour not available	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred