

Freedom of Information Act 2000

Publication Scheme

of

Carlton Parish Council
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Carlton
DN14 9PJ

Introduction

Carlton Parish Council has adopted the new model publication scheme, as prepared and approved by the Information Commissioner and adopted by Selby District Council.

This publication scheme commits Carlton Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Carlton Parish Council. Additional assistance is provided to the definition of these classes in sector-specific guidance manuals issued by the Information Commissioner.

The scheme commits Carlton Parish Council:

- 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.

Classes of Information

If there is any information required that does not appear in the publication scheme below, please contact the Head of Legal & Democratic Services, Selby District Council who is the officer responsible for this scheme on behalf of the Council and is also responsible for maintaining the scheme on a day to day basis. We will be working toward having all information below available online. Until such time, please contact the Head of Legal & Democratic Services in relation to any information below that does not have a corresponding link.

1) Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

- [Council Constitution](#)
- [Parish Councillor's information and contact details](#)
- [Most recent election results](#)
- Relationships with other authorities

2) What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- [Financial statements, budgets and reports](#)
- [Financial audit reports](#)
- [Staff allowances and expenses](#)
- Pay and grading structure
- Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)
- [Procurement procedures](#)
- [Details of contracts currently being tendered](#)
- [List of contracts awarded and their value](#)
- Financial statements for projects and events
- [Internal financial regulations](#)
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3) What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

- Annual reports
- [Strategies and business plans](#) for services provided by the Council
- Internal and external organisation performance reviews
- Strategies developed in partnership with other authorities
- Statistical information produced in accordance with the council and departmental requirements

4) How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- [Timetable of council meetings](#)
- [Agendas, officer's reports, background papers and minutes of council meetings](#)
- [Public consultations](#)

5) Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

- [Policies and procedures for conducting council business](#)
- [Policies and procedures about the recruitment and employment of staff](#)
- [Customer service and complaints procedure](#)
- [Records management and personal data policies](#)
- Charging regimes and policies

6) List and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- Public registers and registers held as public records
- [Asset registers and information asset register](#)
- [Register of Councillor's interests](#)
- Register of gifts and hospitality
- [Register of Electors](#)

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority 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 or Information Act.

Adopted by Carlton Parish Council on 27 September 2011 (Minute Ref: 132)

Reviewed by Carlton Parish Council on 27 May 2014 (Minute Ref:49)

Reviewed by Carlton Parish Council on 26 May 2015 (Minute Ref: 117)

Reviewed by Carlton Parish Council on 24 May 2016 (Minute Ref:182)

Signed: Clerk to Carlton Parish Council