



# Thornley Parish Council

## Freedom of Information Act

### Guide to the Publication Scheme

#### **Introduction**

*Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and is now operated by Thornley Parish Council.*

#### **Thornley Parish Council Publication Scheme**

*The Scheme provides a list of all the information the Parish Council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.*

#### **Manner of publication**

*The Parish Council feel it is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible.*

*Where possible, information has been placed on the Parish Council web-site at [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)*

*Where this is not possible the information is available from the Parish Council Office – and / or paper copies can be sent through the post.*

*This document will be updated if new information becomes available.*



# **Thornley Parish Council**

## **Information available under the model publication scheme**

### **Contact Information:**

*Thornley Parish Council, Thornley Village Centre, Thornley, Co.Durham. DH6 3EL*

*Tel: 01429820200*

*E-mail: [clerk@thornley-pc.gov.uk](mailto:clerk@thornley-pc.gov.uk)*

*Website: [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)*

*Parish Clerk: W.D. Moore*

*Office opening hours: Mondays to Thursdays 9:00am – 4:30 pm*

*Fridays 9:00am – 2:00pm*

*Additional times may be booked by appointment.*

## Information

## How the information can be obtained

## Cost

### **Class1 - Who we are and what we do**

*(Organisational information, structures, locations and contacts)*

*This will be current information only*

*FOI File Section 1 & Information  
Pack*

& [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)

*On Line Free:*

*Hard copy 10p / Sheet*

*Who's who on the Council and its Committees*

*FOI File Section 1 & Information  
Pack*

& [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)

*On Line Free:*

*Hard copy 10p / Sheet*

*Contact details for Parish Clerk and Council members (named contacts  
where possible with telephone number and email address (if used))*

*On Line Free:*

*Hard copy 10p / Sheet*

*Location of main Council office and accessibility details*

*FOI File Section 1 & Information  
Pack*

& [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)

*On Line Free:*

*Hard copy 10p / Sheet*

*Staffing structure*

*FOI File Section 1 & Information  
Pack*

& [www.thornley-pc.gov.uk](http://www.thornley-pc.gov.uk)

*On Line Free:*

*Hard copy 10p / Sheet*

**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)**

**Current and previous financial year as a minimum**

Annual return form and report by auditor	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Finalised budget	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Precept	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Financial Standing Orders and Regulations	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Grants given and received	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
List of current contracts awarded and value of contract	FOI File : Section 2 : Reception	Inspection Free

Members' allowances and expenses

FOI File : Section 2 : Reception

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

**Class 3 – What our priorities are and how we are doing**

**(Strategies and plans, performance indicators, audits, inspections and reviews)**

Annual Report to Parish or Community Meeting (current and previous year as a minimum)

FOI File : Section 3 : Reception

Inspection Free

Hard copy 10p / Sheet

Local charters drawn up in accordance with DCLG guidelines

FOI File : Section 3 : Reception

Inspection Free

Hard copy 10p / Sheet

## **Class 4 – How we make decisions**

### **(Decision making processes and records of decisions)**

#### **Current and previous council year as a minimum**

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications

Bye-laws

### **Minutes are also available on the web-site**

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

FOI File : Section 4 : Reception

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

Inspection Free

Hard copy 10p / Sheet

## **Class 5 – Our policies and procedures**

Available free on Web Site.

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Inspection Free

Current information only

Hard copy 10p / Sheet

Policies and procedures for the conduct of council business:

FOI File :Reception

Inspection Free

Procedural standing orders

Hard copy 10p / Sheet

Committee and sub-committee terms of reference

Delegated authority in respect of officers

Code of Conduct

Policy statements

Policies and procedures for the provision of services and about the employment of staff:

FOI File :Reception

Inspection Free

Internal policies relating to the delivery of services

Hard copy 10p / Sheet

Equality and diversity policy

Health and safety policy

Recruitment policies (including current vacancies)

Policies and procedures for handling requests for information

Complaints procedures (including those covering requests for



information and operating the publication scheme)

Information Privacy policy

FOI File : Reception

Inspection Free

Hard copy 10p /  
Sheet

Records management policies (records retention, destruction  
and archive)

FOI File : Reception

Inspection Free

Hard copy 10p /  
Sheet

Data protection policies

FOI File : Reception

Inspection Free

Hard copy 10p /  
Sheet

Schedule of charges (for the publication of information)

FOI File : Reception

Inspection Free

Hard copy 10p /  
Sheet

## **Class 6 – Lists and Registers**

### **Currently maintained lists and registers only**

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

FOI : Reception

Inspection Free

Hard copy 10p /  
Sheet

Assets Register

FOI : Reception

Inspection Free

Hard copy 10p /  
Sheet

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)

FOI : Reception

Inspection Free

Hard copy 10p /  
Sheet

Register of members' interests

FOI : Reception

Inspection Free

Hard copy 10p /  
Sheet

## **Class 7 – The services we offer**

**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)**

**(hard copy or website; some information may only be available by inspection)**

### **Current information only**

Allotments	FOI File : Reception	Inspection Free Hard copy 10p / Sheet
Burial grounds	FOI File : Reception	Inspection Free Hard copy 10p / Sheet
Village Centre	FOI File : Reception	Inspection Free Hard copy 10p / Sheet
Parks Playing Fields and recreational facilities	FOI File: Reception	Inspection Free Hard copy 10p / Sheet

A summary of services for which the council is entitled to recover a FOI File : Reception fee, together with those fees (e.g. burial fees)

## **Additional Information**

**This will provide Councils with the opportunity to publish information that is not itemised in the lists above**

## **SCHEDULE OF CHARGES**

*This describes how the charges have been arrived at and should be published as part of the guide.*

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost of paper / printing.
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		<p>The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities</p> <p>When estimating the cost of compliance, the following is taken into consideration</p> <ul style="list-style-type: none"><li>Determining whether it holds the information requested</li><li>Locating the information</li><li>Retrieving such information or documents</li></ul> <p>The cost of staff time associated with these activities is currently calculated at £50 per hour<sup>1</sup>.</p>

---

<sup>1</sup> **The actual cost incurred by the public authority**

*Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements.*

*You cannot take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.*