

Publication Scheme (Freedom of Information Act 2000)

Introduction

This Publication Scheme is adopted in accordance with the Freedom of Information Act 2000 and follows the Information Commissioner's Office (ICO) Model Publication Scheme for parish councils.

The scheme sets out the information that Thwing & Octon Parish Council makes routinely available to the public, how it can be accessed, and whether any charges apply.

Information will be provided electronically wherever possible. Hard copies are available on request. Information can also be provided in alternative formats to meet accessibility needs.

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts – current information only)

Who's who on the Council and its Committees – Website / Hard copy

Contact details for Parish Clerk and Council members – Website

Location of meetings and accessibility details – Website / Noticeboard

Staffing structure – Hard copy

Class 2 – What we spend and how we spend it

(Financial information relating to income, expenditure, procurement and audit – current and previous financial year as a minimum)

Annual Governance & Accountability Return (AGAR) – Website / Hard copy

Finalised budget – Hard copy

Receipts and Payments accounts – Hard copy

Precept – Hard copy

Financial Regulations – Website / Hard copy

Grants given and received – Hard copy

List of current contracts and values – Hard copy

Members' allowances and expenses – Hard copy

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

(Strategies, plans and reviews – current information only)

Annual Report – Website / Hard copy

Class 4 – How we make decisions

(Decision-making processes and records – current and previous council year as a minimum)

Timetable of meetings – Website / Hard copy

Agendas – Website / Noticeboard / Hard copy

Minutes (excluding confidential items) – Website / Hard copy

Reports presented to meetings – Website / Hard copy

Responses to consultation papers – Hard copy

Summary of responses to planning applications – Hard copy

Planning applications are determined by East Riding of Yorkshire Council; the Parish Council's role is consultative.

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures)

Standing Orders and Financial Regulations – Website / Hard copy

Committee and Working Group Terms of Reference – Website / Hard copy

Delegation arrangements – Website / Hard copy

Code of Conduct – Website / Hard copy

Policy statements and Data Protection policies – Website / Hard copy

Employment policies (including Health & Safety, Equal Opportunities, Grievance, Working From Home) – Website / Hard copy

Complaints Procedure – Website / Hard copy

Records management policies – Hard copy

Schedule of charges – Website / Hard copy

Class 6 – Lists and Registers

(Currently maintained registers – some information may be inspection only)

Asset Register – Website / Hard copy

Register of Members' Interests – Website / Hard copy

Register of Gifts and Hospitality – Hard copy

Disclosure log (where held) – Hard copy

Class 7 – Services we offer

(Current information only)

Street lighting – Hard copy

Street furniture (litter bins, seating, bus shelters, planters) – Hard copy

Defibrillators:

Thwing – Main Street, former red telephone kiosk

Octon – First lamp post on Octon Grange Lane

Additional Information

The Council may publish additional information that is not listed above where it considers this to be in the public interest.

Social media may be used to publicise the availability of information; however, the authoritative version will be published on the Council website or made available on request.

Schedule of Charges

There is no charge for making a Freedom of Information request.

The Council may charge reasonable disbursement costs only, such as:

Black & white photocopying: cost on application

Colour photocopying: cost on application

Postage: actual cost (Royal Mail standard 2nd class)

Archive material: cost based on retrieval and reproduction

Charges will be advised in advance where applicable.

Contact Details

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