

## Rainton with Newby Parish Council

### Freedom of Information Act 2000

In 2008, the Information Commissioner's Office (ICO) introduced a generic model publication scheme, for adoption by all public authorities that are subject to the FOIA.

In order to meet our legal commitment under the model publication scheme, the Council is required to 'produce and publish the method by which specific information will be available so that it can be easily identified and accessed by members of the public'.

The table below identifies the specific information the ICO expects local councils to publish under each of the seven classes of information set out in the [model publication scheme](#).

The Proper Officer is Mrs Sarah Adamson, Clerk to the Council. You can contact her via email [clerk@rainton.org.uk](mailto:clerk@rainton.org.uk) or telephone 07842 595 007. The Council's website is [www.rainton.org.uk](http://www.rainton.org.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
List of Council members, their responsibilities, Committees, and details of any representation on local public bodies.	Website Hard copy – contact the Clerk	No charge 50p/sheet b/w
Postal and email address. Contact details for Parish Clerk and Council members	Website Hard copy – contact the Clerk	No charge 50p/sheet b/w
Location of main Council office and accessibility details	Contact the Clerk for information about meeting room accessibility.	
Staffing structure	Only one employee, the Clerk.	

<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	No charge 50p/sheet b/w
Finalised budget	Website Hard copy	No charge 50p/sheet b/w
Precept	Website Hard copy	No charge 50p/sheet b/w
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website Hard copy	No charge 50p/sheet b/w
Financial Standing Orders and Regulations	Website	No charge
Grants given and received	Website Hard copy	No charge 50p/sheet b/w
List of current contracts awarded and value of contract	Minutes on website Hard copy	No charge 50p/sheet b/w
Members' allowances and expenses	No allowances. Expenses – hard copy	50p/sheet b/w

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy	No charge 50p/sheet b/w
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	No charge 50p/sheet b/w
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
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	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	No charge 50p/sheet b/w
Agendas of meetings (as above)	Website Hard copy	No charge 50p/sheet b/w
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	No charge 50p/sheet b/w

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Contact the Clerk	
Responses to consultation papers	Contact the Clerk	
Responses to planning applications	Planning Authority Website Minutes on website Hardcopy	No charge No charge 50p/sheet b/w
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	No charge
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	If applicable, on website Hard copy	No charge 50p/sheet b/w

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 Hard copy	No charge 50p/sheet b/w
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	
Assets register, including details of public land and building assets	Website Hard copy	No charge 50p
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Contact the Clerk	No charge
Register of members' interests	Website Inspection – contact the Clerk	No charge
Register of gifts and hospitality	Website Inspection – contact the Clerk	No charge
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	
Bus shelters	Contact the Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<b>Additional Information</b> Information not itemised in the lists above	Nil	

### **Schedule of charges**

Hard copies 50p/sheet b/w

Photocopying @ 50p per sheet (black & white)

Photocopying @ £1.00 per sheet (colour)

Postage @ cost 2nd class standard or large letter

Adopted 11<sup>th</sup> November 2008

Amended 9<sup>th</sup> September 2014

Amended 14<sup>th</sup> February 2023