



Redmarshall Parish Council Policies and Procedures	
Freedom of Information Act Publication Scheme	
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1. The Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a role in supporting and providing greater openness and transparency across the public sector.

Redmarshall Parish Council has adopted the Model Publication Scheme approved by the Information Commissioner in 2008.

The publication schemes requires the Council to:

- Specify the information which is held and falls within the scheme
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- Publish the methods by which the specific information is made routinely available

- Produce a schedule of any fees charged for access to information

These requirements are covered by the Publication Guide included as Appendix A.

Appendix A - Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees (N.B. Redmarshall Parish Council has no Committees)</p>	<p>Website Hard copy – contact clerk</p>	<p>Free 10p per sheet + postage</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard Copy - Contact Clerk</p>	<p>Free 10p per sheet + postage</p>
<p>Location of main Council office and accessibility details (N.B. Redmarshall Parish Council has no council office. Its records are located at the home of the Clerk/Responsible Finance Officer)</p>	<p>N/A</p>	
<p>Staffing structure (N.B. Redmarshall Parish Council does not employ any staff. An honorarium is paid to the Clerk/Responsible Financial Officer for undertaking clerical duties)</p>	<p>N/A</p>	

Appendix A - Information to be published	How the information can be obtained	Cost
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	Hard Copy – contact Clerk	10p per sheet + postage
Finalised budget	Website Hard Copy – contact Clerk	Free 10p per sheet + postage
Precept	Website Hard Copy – contact Clerk	Free 10p per sheet + postage
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy – contact Clerk	Free 10p per sheet + postage
Grants given and received (N.B. Redmarshall Parish Council makes only Section 1.3.7 grants which are agreed and minuted)	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses (N.B. No Redmarshall Parish Councillors receives an allowance or expenses)	N/A	

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) (N.B. As of 1.4.2009 Redmarshall Parish Council does not have a Parish Plan)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – contact Clerk	10p per sheet + postage
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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) (N.B. Redmarshall Parish Council meets on the second Monday of every month. The Statutory Annual Meeting is held: <ul style="list-style-type: none"> • In an election year on the first monthly meeting following seven days after the announcement of the election results • In a year which is not an election year on the second Monday in May) 	Website\Parish noticeboards Hard Copy – contact Clerk	Free 10p per sheet + postage
Agendas of meetings (as above)	Website\Parish noticeboards Hard Copy – contact Clerk	Free 10p per sheet +

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Minutes of meetings (as above) (N.B. this will exclude information that is properly regarded as private to the meeting)	Website\Parish noticeboards Hard Copy – contact Clerk	postage Free 10p per sheet + postage
Reports presented to council meetings – (N.B. this will exclude information that is properly regarded as private to the meeting)	Hard Copy – contact Clerk	Free 10p per sheet + postage
Responses to consultation papers	Hard Copy – contact Clerk	10p per sheet + postage
Responses to planning applications	Hard Copy – contact Clerk	Free 10p per sheet + postage
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		

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Procedural standing orders Committee and sub-committee terms of reference (N.B. Redmarshall Parish Council has no committees or sub-committees) Delegated authority in respect of officers (N.B. Redmarshall Parish Council's only officer is the Clerk/Responsible Finance Officer) Member's Code of Conduct (N.B. As of 1.4.2009 Redmarshall Parish Council has adopted Stockton Borough Council's Member's Code of Conduct) Policy statements (N.B. As of 1.4.2009 Redmarshall Parish Council has no policy statements)	Website Hard Copy – contact Clerk	Free 10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services:		
<ul style="list-style-type: none"> • Equality and diversity policy 	Hard copy – contact Clerk	10p per copy + postage
<ul style="list-style-type: none"> • Health and safety policy 	Hard copy – contact Clerk	10p per copy + postage
<ul style="list-style-type: none"> • Recruitment policies (including current vacancies) (N.B. As of 1.4.2009 Redmarshall Parish Council has no formal Recruitment policies. Current vacancies for Parish Councillors will be advertised on noticeboards in accordance with the prescribed statutory procedure and any current vacancy for Clerk/Responsible Financial Officer will be advertised in local 	N/A	

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publications, noticeboards and the Redmarshall Parish Council website).		
<ul style="list-style-type: none"> Job Descriptions (N.B. Any information falling within the two previous items but regarded as 'personal data' in accordance with the Data Protection Act 1998 is excluded from publication). 	Hard copy – contact Clerk	10p per copy + postage
<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) (N.B. Redmarshall Parish Council has no formal Complaints Policy. All complaints will be dealt with by the Clerk upon receipt of a written request in line with Model Code of Conduct 2001. All FOI requests will be dealt with in accordance with the Freedom of Information Act 2000.) 	N/A	
<ul style="list-style-type: none"> Information security policy (N.B. Redmarshall Parish Council has no formal information security policy. However, the Clerk makes back-up copies of computer files on a bi-monthly basis and passes the cd to a Parish Councillor to keep at premises other than the Clerk's home address – see Records Management Policy). 	N/A	
<ul style="list-style-type: none"> Records management policies (records retention, destruction and archive) Data protection policies (Redmarshall Parish Council has no formal policy other than to conform fully with the Data Protection Act 1998) 	Hard copy – contact Clerk N/A	10p per copy + postage

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<ul style="list-style-type: none"> Schedule of charges (for the publication of information) (N.B. Redmarshall Parish Council has no schedule of charges other than the charges appearing in the right-hand column of this document). 	N/A	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list :</p> <p>Register of Electors</p>	Only available for public inspection under supervision and in accordance with current legislation	
Assets Register	Website Hard Copy – contact Clerk	Free 10p per sheet + postage
<p>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)</p> <p>(N.B. Such a log is not held by Redmarshall Parish Council since it is not a statutory requirement)</p>	N/A	
Register of members' interests	Hard Copy – contact Clerk	10p per sheet + postage
Register of gifts and hospitality	N/A	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
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	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact Details:

The Clerk to Redmarshall Parish Council
 7 Rydal Way, Redmarshall, Stockton, TS21 1HU
 Tel: 01740 630562

Email: clerk@redmarshall.plus.com
www.Redmarshall.org.uk

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopy @ 10 p per sheet (black & white)	Actual cost*
	Photocopying @ 50 p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Supply of information not listed in publication scheme	£10 per hour for responding to requests for information not listed in the Redmarshall Parish Council's Publication Scheme (Minimum charge £10.00).	