

Freedom of Information Act 2000
Birtley Parish Council Publication Scheme

Information	Format	Charge
Minutes of Parish Council Meetings (Limited to last two years)	Available for inspection by contacting the named person Also Hard Copy	Free £1 for first page and 50p thereafter
Responses to Planning Applications	Available for inspection by contacting the named person Also Hard Copy	Free £1 for first page and 50p thereafter
Annual Return form – limited to the last financial year. Annual Statutory Report by Auditor (internal and external) – limited to the last financial year.	Available for inspection by contacting the named person Also Hard Copy	Free £1 for first page and 50p thereafter
Accounts Information, Bank Statements – limited to last financial year. Precept Request – limited to last financial year	Available for inspection by contacting the named person	Free

Exclusions – Planning Documents

Copies of planning consultations, The Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Exclusion – Audit and Accounts

All commercially sensitive information, eg quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, ie if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Exclusions – Employment Practice and Procedure

“Personal Records”, ie appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

**Freedom of Information Act 2000
Publication Scheme**

Birtley Parish Council has adopted the attached model publication scheme, produced in accordance with section 20 of the Freedom of Information Act 2000, and will publish information in accordance with that scheme. Publication will take the following format,

- council minutes
- council's notice board
- council's web site

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the parish council's compliance with the Freedom of Information Act is;

R Macfarlane
 Clerk to the Council
 2 New Houses
 Chollerford
 HEXHAM
 NE46 4ER

Information available from Birtley Parish Council under the model publication scheme.

A good deal of this information is available free on the Council's Website at www.birtley.info In many instances hard copy is also available.

Information to be published	How information can be obtained?	Cost (see lead information)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		

Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council Members (where possible with telephone number and email address)	Website	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Link to NCC Website	
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)	Website	
	Website	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
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		Cost (see lead information)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Website and NCC Website	
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:		
Procedural standing orders	Website N/A	
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Committee and sub-committee terms of reference	Website	
Delegated authority in respect of officers	N/A	

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	N/A	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	See lead information	

Class 6 – Lists and Registers Currently maintained lists and registers only		Cost (see lead information)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Website	
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)	N/A	
Register of members' interests	NCC Website	

Register of gifts and hospitality	NCC Website	
Class 7 – The services we offer (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	Website	
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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