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Publication Scheme

# Availability

1. Ripponden Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular relating to the Data Protection Act 1998 and the privacy of individuals.
2. The sort of information Ripponden Parish Council holds is listed in its Publication Scheme. Please note that requests must be about specific information. This does not mean copies of documents.

# Confidentiality

1. Ripponden Parish Council will not classify information as CONFIDENTIAL without clear justification for doing so, as provided for under the terms of Freedom of Information legislation.

# Equality

1. Ripponden Parish Council will make the information requested available in a reasonable format.

# Charges

1. As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Ripponden Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.
2. If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Ripponden Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

# Contact us

1. To make a request for information please contact the Parish Clerk.

# Version dates

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| Adopted 14/12/2023: R 18965, page 6820 |  |
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| **Information Published**  | **How to obtain**  |
| **Class 1** Who we are and what we do  |
| Who is on the council  | Website  |
| Contact details  | Website  |
| Committee structure  | Website  |
| **Class 2**Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit |
| Annual return form and report by auditor  | Website  |
| Finalised budget (in summary form)   | Website  |
| Precept  | Website  |
| Financial Standing Orders and Regulations  | Website  |
| Grants given and received  | Hardcopy  |
| List of current contracts awarded and value of contract  | Hardcopy  |
| **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  | Website  |
| **Class 4** How we make decisions. (Decision making processes and records of decisions) |
| Timetable of meetings: council and any committee meetings, and parish meetings  Responses to consultation papers  | Website Website/Hardcopy |
| Agendas of meetings  | 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.  | Website  |
| Responses to planning applications  | Hardcopy  |
| **Class 5**  Our policies and procedures. (Current written protocols, policies, and procedures for delivering our services and responsibilities) |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements  | Website  |
| **Class 6**Policies and procedures for the provision of services and about the employment of staff:Internal instructions to staff and policies relating to the delivery of services |
| Equality and diversity policy               | Website |
| Health and safety policy  | Website  |
| Recruitment policies (including current vacancies)  | Hardcopy  |
| Policies and procedures for handling requests for information  | Website  |
| Complaints procedures (including those covering requests for information and operating the publication scheme)  | Website  |
| Information security policy   | Hardcopy  |
| Records management policies (records retention, destruction, and archive)  | Hardcopy  |
| Data protection policies  | Hardcopy  |
| Schedule of charges (for the publication of information)  | Hardcopy  |
| Assets register by inspection  | Hardcopy  |
| Register of members’ interests  | CMBC website  |
| **Class 7** The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) |
| Seating, litter bins, memorials, and lighting  | Hardcopy/Website  |
| Graveyard  | Website  |

### Schedule of Charges

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| **Type of charge**  | **Description**  | **Basis of charge**  |
| Disbursement cost  | Scan and printing  | Estimated costs £0.15 per sheet  |
|   | Postage  | Actual  |
| Statutory Fee  |   | In accordance with the relevant legislation (quote actual statute)  |