

**SEATON WITH SLINGLEY PARISH COUNCIL
FREEDOM OF INFORMATION PUBLICATION SCHEME**

Seaton with Slingley Parish Council has a statutory duty to adopt and maintain a Publication Scheme which enables everyone to be able to access the Council's information. We have adopted this Scheme which lists all the available information and how it can be accessed together with any charges that could be incurred. Most of our information is readily available on the Council's website. In those instances where the information is not available from the website then you can make the request to the Parish Clerk for such to be sent to you.

Information	Where is the Information	Cost
Class1 - Who we are and what we do		
Organisational information, structures and contacts - Current information only	Website Hard copy – contact Clerk	Free online Hard copy 10p / Sheet
Who is who on the Council	Website Hard copy – contact Clerk	
Contact details for Parish Clerk and Council Members (Names, telephone numbers and email)	Website Hard copy – contact Clerk	
Class 2 – What we spend and how we spend it		
Precept and Budget	Website Hard copy – contact Clerk	Free online Hard copy 10p / Sheet
Financial Regulations and Standing Orders	Website Hard copy – contact Clerk	
Annual Return and External Audit Report	Website Hard copy – contact Clerk	
Internal Audit Report	Website Hard copy – contact Clerk	

Grants and Donations given and received	Website Hard copy – contact Clerk	
Class 3 – How we make decisions		
Decision making processes and records of decisions.	Website Hard copy – contact Clerk	Free online Hard copy 10p / Sheet
Schedule of Council Meetings (Full Council, any committee/sub-committee meetings)	Website Hard copy – contact Clerk	
Agendas of meetings	Website Hard copy – contact Clerk	
Minutes of meetings (This will exclude information that is properly regarded as private to the meeting)	Website Hard copy – contact Clerk	
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	
Responses to consultation papers	Website Hard copy – contact Clerk	
Responses to planning applications	Website Hard copy – contact Clerk	
Class 4 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Website Hard copy – contact Clerk	Free online Hard copy 10p / Sheet
Policies and procedures for the conduct of council business: Standing Orders and Financial Regulations Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact Clerk	

<p>Policies and procedures for the provision of services and the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies/procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating this scheme)</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>	
Class 5 – Lists and Registers		
Any publicly available register or list	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free online</p> <p>Hard copy 10p per Sheet</p>
Assets Register	<p>Website</p> <p>Hard copy – contact Clerk</p>	
Register of members' interests	<p>Website</p> <p>Hard copy – contact Clerk</p>	
Class 6 – The services we offer		
Information about all the services we offer	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free online</p> <p>Hard copy 10p per Sheet</p>
Schedule of Charges		
Disbursement cost	Photocopying	10p per sheet
	Postage	Actual cost of Royal Mail 2nd class postage

<p>Statutory Fee</p>	<p>Under the Freedom of Information and Data Protection Regulations 2004 the appropriate cost limit for a request is £450 or £600 for Government and Parliament.</p> <p>When estimating the cost of compliance, the following is taken into consideration</p> <ul style="list-style-type: none"> • Determining whether it holds the information requested • Locating the information • Retrieving such information or documents <p>The cost of staff time associated with these activities is currently calculated at £25 per hour.</p>
<p>Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements. The actual cost incurred by the authority cannot take the time spent considering whether information is exempt from release into account when estimating the cost of compliance.</p>	

Contact

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