Newport Parish Council – PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Newport Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Newport Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (*The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act)*

Classes of information

- Who we are and what we do
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews. • How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
Where it is within the capability of the Council, information will be provided on their website.
Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges and fees

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Newport Parish Council – PUBLICATION SCHEME

Requests for information should be made to the Parish Clerk by email clerk@newportpc.org.uk , or in writing by post to Newport Parish Council, Alan Barker Parish Clerk, 16 Chantreys Drive, Elloughton, Brough, East Yorkshire HU15 1LH

Charges

You can use our website to obtain information for no charge by us. If there is something missing that we can still provide online we will update the website so you can access it.

Some documents and information can only be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you so there may be costs incurred which you will be advised about to decide if you wish to proceed.

If we can only provide information or documents to you in a hard copy format we will advise you of the expected costs before we can provide the information. Typical photocopying/printing costs are estimated to be 15p per A4 sheet per sheet per side (cost may be higher for colour copying/printing) plus postage and packaging.

Information to be published	**How the information can be obtained**
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
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	Website/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Hard Copy
Precept	Website/Hard Copy

Newport Parish Council – PUBLICATION SCHEME

Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Website/Hard Copy (if applicable)
List of current contracts awarded and value of contract	Website/Hard Copy (if applicable)
Members' allowances and expenses	Website/Hard copy (if applicable)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Newport Plan (current and previous year as a minimum)	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
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	Website/Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy

Newport Parish Council – PUBLICATION SCHEME

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	These are shown on ERYC 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	Website/Hard Copy
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and working party terms of reference • Financial Regulations • Code of Conduct • Additional Policies and Procedures	 Website/Hard Copy Website/Hard Copy Website/Hard copy Website/Hard Copy Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services • Equality policy • Health and safety policy • Policies and procedures for handling requests for information • Complaint procedures (including those covering requests for information and operating the publication scheme)	 Website/Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy

Newport Parish Council – PUBLICATION SCHEME

Information security policy	Website/Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Data protection policies	Website/Hard Copy
Schedule of charges (for the publication of information)	Website/Hard Copy (if applicable)
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Hard copy Some information may only be available by Inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets Register	Website/Hard copy
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)	Website/Hard copy
Register of members' interests	The Register is held by ERYC and entries for Parish Councillors are shown on the website.
Register of gifts and hospitality	Hard copy (if applicable)
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	

	Hard copy (if applicable) Some information may only be available by Inspection
Allotments	N/A
Burial grounds and closed churchyards	Website/Hard copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website/Hard copy
Seating, litter bins, memorials and lighting	Website / Hard copy
Bus shelters	Website / Hard copy
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
Any other Additional Information	Upon request by hard copy if available

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE

Disbursement cost	Photocopying @ 15p per A4 sheet (black & white).	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	A charge of statutory appropriate limit and permitted disbursement costs will be implemented.	Actual cost

COMPLAINTS PROCEDURE

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the parish council's website or the Clerk.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.

Change Control

This Freedom of Information Procedure was reviewed and adopted with no alterations by the Newport Parish Council at its Meeting held on 14th December 2021 (minute ref 2021/12/11).
Reviewed by the Newport Parish Council 13.12.22 – No updates required Minute Ref 2022 12 09
Reviewed by the Newport Parish Council 14.11.23 – No updates required Minute Ref 2023 11 09
Reviewed by the Newport Parish Council 12.11.24 – No updates required Minute Ref 2024 11 09
Reviewed by the Newport Parish Council 11.11.25 – No updates required. Minute Ref 2025 11 08
Reviewed and approved 10th November 2026 – REF 2026_11_08. Freedom of Information and Model Publication scheme unbundled as recommended. Updated policy adopted