

Information available from Ilkley Parish Council under the ICO Model Publication Scheme

This publication scheme gives examples of the kinds of information that the Information Commissioners Office would expect Ilkley Parish Council to provide in order to meet its commitments under the Model Publication Scheme (Freedom of Information Act).

The ICO would expect Ilkley Parish Council to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Information available on the Parish Council's website www.parishcouncil.ilkley.org.</p> <p>Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.05 per A4 copy.</p>
Who's who on the Council and its Committees		

Ilkley Parish Council

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	01943 436212 or clerk@parishcouncil.ilkley.org	
Location of main Council office and accessibility details	.	
Staffing structure		
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	Information available on the Parish Council's website www.parishcouncil.ilkley.org Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org)	Electronic Copies free of charge. Hard Copies charged at £0.05 per A4 copy.
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Information available on the Parish Council's website www.parishcouncil.ilkley.org Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org)	Electronic Copies free of charge. Hard Copies charged at £0.05 per A4 copy.
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Information available on the Parish Council's website www.parishcouncil.ilkley.org Further information can be	Electronic Copies free of charge. Hard Copies

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org)	charged at £0.05 per A4 copy.
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Information available on the Parish Council's website www.parishcouncil.ilkley.org . Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org)	Electronic Copies free of charge. Hard Copies charged at £0.05 per A4 copy.
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 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)		

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Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers	Information available on the Parish Council's website www.parishcouncil.ilkley.org .	Electronic Copies free of charge.
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org	Hard Copies charged at £0.05 per A4 copy.
Assets register		
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)		
Register of members' interests		
Register of gifts and hospitality		
	Please be aware that some information may be available for inspection only.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Information available on the Parish Council's website www.parishcouncil.ilkley.org .	Electronic Copies free of charge.
Current information only		
Allotments	Further information can be obtained from the Clerk's Office (Town Hall, Station Road, Ilkley, LS29 8HB or 01943 436212 or clerk@parishcouncil.ilkley.org	Hard Copies charged at £0.05 per A4 copy.
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences	Please be aware that some information may be available for inspection only.	

Ilkley Parish Council

Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details:

Clare Smith
Clerk to the Council
Ilkley Parish Council
Ilkley Town Hall
Station Road
Ilkley
West Yorkshire
LS29 8HB

Tel: 01943 436212

Email: clerk@parishcouncil.ilkley.org

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class