

Bugthorpe and Kirby Underdale Parish Council
Information available under the ICO's model publication scheme

This model Publication Scheme was adopted by Bugthorpe and Kirby Underdale Parish Council on 11 March 2019. It was reviewed 7 September 2020.

The Council is committed to:

- Proactively publish, or otherwise make available as a matter of routine, information which is held by the Council and falls within the classes set out in the table below.
- Specify the information which is held by the Council and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- 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.
- Review and update on a regular basis the information the Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make the publication scheme available to the public.
- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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.

The Council will comply with legislation including the Freedom of Information Act 2000 and the Data Protection Act 2018. Requests for information should be in writing (electronic or hard copy) and be addressed to the Clerk at the address below. Requests will be responded to within twenty working days.

Information to be published	How the information can be obtained	Cost of hard copy from Clerk (notice boards and website are free)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council	website and Clerk	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website (Clerk details only) and Clerk	free
Location of main Council office and accessibility details	not applicable	
Staffing structure	not applicable	
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, notice boards and Clerk (see website for entitlements to inspect accounting information)	£4
Finalised budget and precept	website and Clerk	£1
Borrowing Approval letter	not applicable	

Financial Regulations	website and Clerk	£4
Grants given and received	specified in budget	
List of current contracts awarded and value of contract	not applicable	
Members' allowances and expenses	not applicable	
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)	not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	not applicable	
Quality status	not applicable	
Local charters drawn up in accordance with DCLG guidelines	not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	see last agenda or minutes for date of next meeting	
Agendas of meetings	website and Clerk	£1
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	website, Parish Pump newsletter and Clerk	£1

Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	not applicable	
Responses to consultation papers	not applicable	
Responses to planning applications	Clerk and East Riding of Yorkshire website	£1
Bye-laws	not applicable	
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 and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	when applicable, website and Clerk	50p per sheet, min £1, max £4
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)	when applicable, website and Clerk	50p per sheet, min £1, max £4

<p>Policies and procedures for handling requests for information:</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Information security policy</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Data protection policies</p> <p>Schedule of charges (for the publication of information)</p>	when applicable, website and Clerk	50p per sheet, min £1, max £4
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	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)	not applicable	
Assets register	website and Clerk	£1
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)	not applicable	
Register of members' interests	Clerk and East Riding of Yorkshire website	£1
Register of gifts and hospitality	website and Clerk	£1

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	not applicable	
Burial grounds and closed churchyards	not applicable	
Community centres and village halls	see budget for support provided	
Parks, playing fields and recreational facilities	not applicable	
Seating, litter bins, clocks, memorials and lighting	see budget and asset register for maintenance costs provided and assets owned	
Bus shelters	see budget for maintenance costs provided	
Markets	not applicable	
Public conveniences	not applicable	
Agency agreements	not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	not applicable	

<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>For any other information, please contact the Clerk. If we are unable to provide you with the information you request, for example due to confidentiality, we will explain why.</p>	
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Contact details

The Clerk
c/o Estate Office,
Bugthorpe,
York,
YO41 1QG

Daytime phone:01759 368219

Email: dlord "at"halifaxstates.co.uk

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 @ 50p per sheet (black & white), min £1	Estimated actual cost of materials and time
	Postage	Actual cost of Royal Mail standard 2 nd class