

Access to Information

The Freedom of Information Act 2000 requires all local councils to publish a scheme specifying the classes of information the council publishes or intends to publish.

This scheme sets out the classes of information held by Skelsmergh and Scalthwaiterigg Parish Council, how they are published and made available to the public and whether a charge is made to access any particular piece of information.

The purpose of the scheme is to ensure a significant amount of information is available, without the need for a specific request. The aim is to publish more information proactively and to develop a greater culture of openness and transparency.

Skelsmergh and Scalthwaiterigg Parish Council consists of 7 members representing (5 Skelsmergh and 2 for Scalthwaiterigg). The Council meets six times a year.

The following list shows the classes of information that Skelsmergh and Scalthwaiterigg Parish Council publishes.

Published information	Where it can be obtained
Class 1 – Who we are and what we do	
Who is who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members	Website
Class 2 – What we spend and how we spend it	
Published information	Where it can be obtained
Annual Return and Report by Auditor	Website
S&S PC Budget 2017-18	Website
Council Text Precept	Website
Financial Standing Orders and Regulations	Website

Grants given and received	Website – meeting minutes
Members' allowances and expenses	From the Clerk
Class 3 – What our priorities are and how we are doing	
Published information	Where it can be obtained
Parish Plan	N/A
Annual Report to Parish Meeting	Website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions	
Published information	Where it can be obtained
Timetable of meetings	Website
Agenda of meetings	Website / Noticeboard
Minutes of meetings	Website
Reports presented to council meetings	Clerk's Office
Responses to Planning applications	Parish Council Website – meeting minutes; SLDC Website
Class 5 – Our policies and procedures	
Published information	Where it can be obtained
Standing Orders	Website
Code of Conduct	Website

Policy Statements	From the Clerk
Policy and procedures for handling requests for information	Website
Complaints Procedure	Website
Records management policy	Website
Data protection policy	Website
Schedule of charges for information	Website

Class 6 – Lists and Registers

Published information	Where it can be obtained
Assets Register	From the Clerk
Disclosure Log	From the Clerk
Register of members' interests	Website

The Parish Council will make no charge for the public to access this information; however where hard copies are required and photocopies are available, a charge of 10p per A4 page plus postage and packaging will be charged where applicable (as long as the information in question is not subject to copyright).