

**EASINGTON COLLIERY PARISH COUNCIL  
FREEDOM OF INFORMATION PUBLICATION SCHEME**

EASINGTON COLLIERY 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.

<b>Information</b>	<b>Where is the Information</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
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 (Name, telephone number / email)	Website Hard copy – contact Clerk	
<b>Class 2 – What we spend and how we spend it</b>		
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 (Minutes) Hard copy – contact Clerk	

<b>Class 3 – How we make decisions</b>		
Decision making processes and records of decisions.	Website (minutes) Hard copy – contact Clerk	Free online Hard copy 10p/Sheet
Schedule of Council Meetings (Full Council, any committee/sub-committee meetings)	Website (minutes) 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 (minutes) Hard copy – contact Clerk	
Responses to consultation papers	Website (minutes) Hard copy – contact Clerk	
Responses to planning applications	Website (minutes) Hard copy – contact Clerk	
<b>Class 4 – Our policies and procedures</b>		
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 Website (minutes) Hard copy – contact Clerk	
Policies and procedures for the provision of services and the employment of staff:	Website Hard copy – contact Clerk	

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies/procedures for handling requests for information Complaints procedures (including those covering requests for information and operating this scheme)		
<b>Class 5 – Lists and Registers</b>		
Any publicly available register or list	Website Hard copy – contact Clerk	Free online Hard copy 10p/Sheet
Assets Register	Website Hard copy – contact Clerk	
Register of members' interests	Website (link) Hard copy – contact Clerk	
<b>Class 6 – The services we offer</b>		
Information about all the services we offer (Including Allotments, Cemetery, playing fields, recreation facilities, seating, litter bins, memorials)	Website Hard copy – contact Clerk	Free online Hard copy 10p/Sheet
<b>Schedule of Charges</b>		
Disbursement cost	Photocopying	10p/Sheet
	Postage	Actual cost of Royal Mail 2nd class postage
Statutory Fee	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>When estimating the cost of compliance, the following is taken into consideration</p> <ul style="list-style-type: none"><li>• Determining whether it holds the information requested</li><li>• Locating the information</li><li>• Retrieving such information or documents</li></ul> <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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