

Ripon City Council



Freedom of Information Act 2000

Information Available Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Ripon City Council, Clerk's Office, Town Hall, Market Place South, Ripon, HG4 1DD Telephone – 01765 604097 Email – clerk@riponcity.gov.uk	Electronically Paper copy	Free of charge 5p per sheet
Who's who on the Council and its Committees	Website – www.riponcity.gov.uk , noticeboards within Town Hall <i>and/or</i> hard copy	free 5p per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – www.riponcity.gov.uk , noticeboards within Town Hall <i>and/or</i> hard copy	free 5p per sheet

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	How the information can be obtained	Cost
Annual return form and report by auditor	Displayed on website – www.riponcity.gov.uk . Report and statement available in hard copy.	free 5p per sheet
Finalised budget	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Precept	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Financial Standing Orders and Regulations	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Grants given and received	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
List of current contracts awarded and value of contract	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Members' allowances and expenses	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum) – recorded as minutes	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website and public notice boards	free
	hard copy	5p per sheet
Agendas of meetings (as above)	website and public notice boards	free
	hard copy	5p per sheet
Minutes of meetings (as above)	Approved minutes are available on the website	free
	hard copy	5p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet
Responses to consultation papers – recorded in the minutes	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet
Responses to planning applications – recorded in the minutes	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost
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	e-mail – clerk@riponcity.gov.uk hard copy Code of Conduct is available on the website via a link to Harrogate Borough Council’s website	free 5p per sheet free
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Information security policy	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet
Records management policies (records retention, destruction and archive)	e-mail – clerk@riponcity.gov.uk hard copy hard copy	free 5p per sheet
Data protection policies	e-mail – clerk@riponcity.gov.uk hard copy	free 5p per sheet

Schedule of charges (for the publication of information)	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet

Class 6 – Lists and Registers	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	e-mail – clerk@riponcity.gov.uk	free
	hard copy	5p per sheet
Assets Register	Available for inspection by arrangement.	free
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 held	
Register of members' interests	Held by Harrogate Borough Council	free
		5p per sheet
Register of gifts and hospitality	Not held	

Contact details:

Clerk to the Council:

Mrs Paula Benson, Clerk's Office, Town Hall, Market Place South, Ripon, HG4 1DD

E-mail: clerk@riponcity.gov.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 @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority