

FREEDOM OF INFORMATION ACT 2000

Information available from Armthorpe Internal Drainage Board under the Model Publication Scheme

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>		
Who's who on the Board and its Committees	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>Website - Free</p> <p><u>Hard Copies</u></p> <p><u>B/W</u></p> <p>5p per A4 hard copy</p> <p>10p per A3 hard copy</p> <p><u>Colour</u></p> <p>10p per A4 hard copy</p> <p>15p per A3 hard copy</p>
Contact details for Clerk and Board members	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above
Location of Clerk's office	<ul style="list-style-type: none"> ▪ Website 	As Above
Staffing structure	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Map of Board's Area	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<ul style="list-style-type: none"> ▪ Website (Annual Return only) ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Finalised budget</p>	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Drainage Rate</p>	<ul style="list-style-type: none"> ▪ Meeting Minutes ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Standing Orders and Financial Regulations</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Grants given and received</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>List of current contracts awarded and value of contract</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Board Members' allowances and expenses</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Plan (current and previous year as a minimum)	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous Board year as a minimum		
Timetable of meetings (Board, any committee/sub-committee meetings)	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above
Agendas of meetings (as above)	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Reports presented to Board meetings - nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Responses to consultation papers	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Responses to planning applications	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Bye-laws	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above
Land Drainage Act 1991 Section 23	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Board business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk’s Office 	<p>As Above</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Health and safety policy Environmental Policy Biodiversity Action Plan 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)</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk’s Office 	<p>As Above</p>
<p>Records management policies (records retention, destruction and archive)</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk’s Office 	<p>As Above</p>
<p><u>Data protection policies</u></p>		
<p>Schedule of charges) for the publication of information)</p>	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk’s Office 	<p>As Above</p>

Class 6 – Lists and Registers		
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)		As Above
Assets Register	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Register of Electors	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
A summary of services for which the Board is entitled to recover a fee, together with those fees (e.g. consent fees)	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk's Office 	As Above
Additional Information This will provide Boards with the opportunity to publish information that is not itemised in the lists above		
None		

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Website: www.tickhillidb.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 @ 5p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 10p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		

* The actual cost incurred by the public authority