

NORTHALLERTON TOWN COUNCIL

Publication Scheme

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1. Introduction

Northallerton Town Council has adopted the Information Commissioner's Office Model Publication Scheme under the Freedom of Information Act 2000.

This scheme commits the Council to making information available to the public as part of its normal business activities and to proactively publishing information wherever possible. The Council aims to be open, transparent and accountable in all aspects of its work.

2. Information Available Under This Scheme

Information is grouped into the following classes.

Class 1 – Who We Are and What We Do

Information about the Council, its responsibilities and how it operates.

Examples include:

- Councillor details
- Staff structure
- Committee structure
- Contact information
- Standing Orders

- Financial Regulations
- Scheme of Delegation
- Council assets
- Election information

Class 2 – What We Spend and How We Spend It

Financial information relating to income and expenditure.

Examples include:

- Annual budgets
- Annual accounts
- Internal audit reports
- External audit reports
- Grants awarded
- Financial regulations
- Insurance details
- Contracts and procurement information
- Member allowances and expenses (if applicable)

Class 3 – What Our Priorities Are and How We Are Doing

Information about Council objectives and performance.

Examples include:

- Strategic plans
- Business plans
- Annual reports
- Community plans
- Service reviews
- Performance information
- Consultation results

Class 4 – How We Make Decisions

Information concerning Council decision-making processes.

Examples include:

- Council agendas
- Committee agendas
- Minutes of meetings
- Reports considered by committees
- Public consultation documents
- Responses to consultations

Exclusions may apply where information is confidential or exempt from disclosure.

Class 5 – Our Policies and Procedures

Current policies and procedures governing Council operations.

Examples include:

- Freedom of Information Policy
- Data Protection Policy
- Complaints Procedure
- Equality Policy
- Health and Safety Policy
- Safeguarding Policy
- Recruitment Policies
- Financial Procedures
- Risk Management Policy
- Records Retention Policy

Class 6 – Lists and Registers

Information held in registers maintained by the Council.

Examples include:

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality (where applicable)
- List of Current Contracts
- Register of Allotments (subject to data protection requirements)

Class 7 – Services We Offer

Information relating to Council services.

Examples include:

- Community events
- Allotments
- Grants and funding schemes
- Cemetery services (where applicable)
- Parks and open spaces
- Community facilities
- News releases and public notices
- Application forms and guidance notes

3. Accessing Information

Information will normally be available:

- On the Council website.
- By email request.
- In hard copy upon request.

- By inspection at the Council offices where appropriate.

The Council will endeavour to make information available in alternative formats where reasonably practicable and where required by legislation.

4. Exempt Information

The Publication Scheme does not require the Council to publish:

- Information exempt under the Freedom of Information Act 2000.
- Personal information protected under data protection legislation.
- Confidential information.
- Information prohibited from disclosure by law.
- Draft documents.
- Information held solely for internal administrative purposes unless disclosure is required by law.

5. Charges

Most information published on the Council's website is supplied free of charge.

The Council may charge for:

- Photocopying at 10p per A4 sheet.
- Postage at cost.
- Large printing jobs at actual cost.
- Other reasonable disbursement costs incurred in supplying information.

Any charges will be advised before information is provided.

6. Requests for Information

Where information is not already available through this Publication Scheme, requests may be made under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

Requests should be directed to:

The Clerk to the Council
Northallerton Town Council
Town Hall Buildings
6 High Street
Northallerton
DL7 8QR
clerk@northallertontowncouncil.gov.uk

Requests will be handled in accordance with the Council's Freedom of Information Policy.

7. Review

This Publication Scheme and Guide to Information will be reviewed annually or sooner if required by changes in legislation, guidance or Council practice.