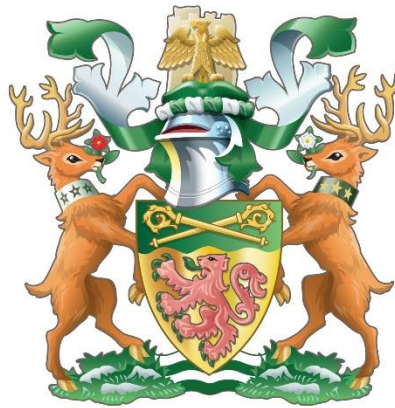


RIBBLE VALLEY BOROUGH COUNCIL



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

PUBLICATION SCHEME

JULY 2019

1 Publication Scheme

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2 Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

- Constitution
- Election of councillors and results
- Available services and our role in service provision:

RIBBLE VALLEY BOROUGH COUNCIL

- Services for organisations
- Services for the public
- Legislation we cover
- Organisation chart (incorporates senior employees salaries, pay multiple ratio)
- Composition of the Council
- Contact details
- Job vacancies

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- Annual budgets - capital and revenue
- Statement of Accounts (and summary)
- Procurement processes
- Tenders and contracts (including copies)
- Expenditure over £500
- Councillors allowances and expenses
- Grants to voluntary community and social enterprise sector.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

- Research initiatives
- Reports and strategies
- Corporate Strategy, plans and priority setting
- Performance indicators
- Audits and certificates
- Key indicators of the council's fiscal and financial position.
- Inspections and peer challenges

How we make our decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

RIBBLE VALLEY BOROUGH COUNCIL

- Identification of need
- Consultation process, survey reports
- Development of proposals to address need
- Review and approval process.
- Timetables of meetings, agenda, report and minutes of those meetings

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

- Standing orders
- Members' protocols, codes of conduct
- Policies (written)
- Procedures (written)

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the council.

- Asset register
- Register of interests
- Gifts and hospitality
- Register of data controllers
- Members disclosure log
- Planning applications
- Public register of licences
- Building regulations register
- Register of enforcement and stop notices

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services we offer.

- Leaflets, booklets and newsletters
- Materials and events
- Press releases

RIBBLE VALLEY BOROUGH COUNCIL

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or it is difficult to access for similar reasons.

3 The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4 Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information in accordance with our published schedule of fees and charges.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

RIBBLE VALLEY BOROUGH COUNCIL

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5 Written requests

Information held by the Council that is not published under the scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.