



Freedom of Information Act Publication Scheme

A guide to the information routinely published by the Yorkshire Dales National Park Authority

The Yorkshire Dales National Park Authority (the Authority) is committed to openness, transparency and accountability. **We will do our best to make information available to the public through publication and on request, as part of normal business activities, where this information is held by the Authority and provided there is no legal or other restriction on disclosing it.**

The Freedom of Information Act 2000 requires all public bodies to adopt and maintain a publication scheme setting out the information that is routinely made available through publication. This will specify:

- the types of information that the Authority publishes or intends to publish;
- the manner in which the information will be made available; and
- whether the information is available free of charge or has to be paid for.

The Information Commissioner has produced a model publication scheme which this Authority has adopted (see www.ico.gov.uk for further information) and which is set out below. *Please see the attached Annex for details of the Authority's published information and where to access it.*

Information held by the Authority that is **not** published under this scheme can be requested in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act. Please see our [Access to Information Statement](#) for full details, or contact us on accesstoinfo@yorkshiredales.org.uk

The Publication Scheme commits the Authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Authority and falls within the classifications below.
- To specify the information which is held by the Authority 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 Authority 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 Authority that has been requested, and any updated versions it holds, unless the authority 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.

The Environmental Information Regulations do not include any provisions relating to the re-use of datasets. However, in a case where a public authority that is subject to FOIA has received a request for environmental information and it holds that information in the form of a dataset, then, as well as answering the request, it should consider whether it is appropriate to make the dataset available for re-use under its publication scheme as well.

Classes of information published:

- **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.

- **Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.

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

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 is difficult to access for similar reasons.

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

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

Where practically possible, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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.

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.

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 Authority for routinely published material will be justified and transparent and kept to a minimum.

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

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- 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; and 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.

Guide to Information available under the Publication Scheme

The following is a guide to the kinds of information we publish in order to meet our commitments under the model publication scheme.

Classes of information

1. Who we are and what we do

This class contains information about the constitution of the Authority pursuant to the Environment Act 1995, the Local Government Acts 1972 and 2000 and the Natural Environment and Rural Communities Act 2006.

Examples:

Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, Members' handbook (includes standing orders, delegation scheme, code of conduct and roles and responsibilities), committee memberships and terms of reference, current and previous member details, current member biographies, members' appointments to outside bodies, dates and venues of committee meetings.

Where available:

- Yorkshire Dales National Park Authority offices in Bainbridge and Grassington.
- Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, code of conduct, standing orders, member biographies and dates and venues of committee meetings are all available in the "About Us" section of the Authority website
<http://www.yorkshiredales.org.uk/ydnpa/our-service-to-you/access-to-information>

2. What we spend and how we spend it

This class consists of budget and financial information for the Authority including balance sheets.

Examples:

Audited accounts and balance sheets, auditors' reports, members' allowances, summary of allowances and payments.

Exemptions:

All commercially sensitive information, for example, quotations, tenders and insurance policies, including information relating to quotations and tenders leading up to the time of the award of a contract, to ensure that the tender process is fair.

Where available:

- Yorkshire Dales National Park Authority offices in Bainbridge and Grassington.

- Our responsibilities under the Local Government Transparency Code require us to publish details of our spend, procurement, and personnel. These details can be found on the Open Data page of our website <http://www.yorkshiredales.org.uk/ydnpa/our-service-to-you/access-to-information/open-data>
- Audited accounts and balance sheets are available on the Authority website – <http://www.yorkshiredales.org.uk/ydnpa/our-service-to-you/access-to-information>

3. What our priorities are and how we are doing

This class contains all the strategies and policies approved by the Authority, statutory or otherwise.

Examples:

National Park Management Plan, Corporate Plan, Local Plan, Local Development Framework, Biodiversity Action Plan, Special Qualities, Special Experiences (our access strategy), State of the Park Report, and reports about performance in relation to the objectives and targets set in these documents. Also general Authority policies such as Equality and Diversity, Risk Management and Procurement.

Where available:

- Yorkshire Dales National Park Authority offices in Bainbridge and Grassington.
- The Management Plan page on our website <http://www.yorkshiredales.org.uk/ydnpa/how-we-work/national-park-management-plan>
- Some of our corporate governance and operational policies and strategies (excluding personnel policies) are available on the Authority website – <http://www.yorkshiredales.org.uk/ydnpa/our-service-to-you/what-we-aim-to-do/corporate-governance>.

4. How we make decisions

This class contains the reports and decisions of the Authority except exempt information.

Examples:

Authority and committee agendas, reports and minutes.

Where available:

- Agendas, reports and minutes for the current and previous years are available on the Authority website <http://www.yorkshiredales.org.uk/ydnpa/how-we-work/committee-meetings>
- Copies of all agendas, reports and minutes dating back to 2001 can be viewed at the Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge. Earlier committee papers dating back to 1974 are stored off-site but members of the public wishing to view these documents can make arrangements to do so by contacting us at accesstoinfo@yorkshiredales.org.uk.

5. Lists and registers

This class consists of public registers and registers held as public records.

Examples: Register of Members' Personal Interests, Register of Gifts and Hospitality received by Members, Asset Registers.

Exemptions: Information is available only to the extent permitted under the Data Protection Act 1998.

Where available:

- Yorkshire Dales National Park Authority office in Bainbridge, by application to the Access to Information Officer acesstoinfo@yorkshiredales.org.uk.
- Members' Declarations of Interest are published on the "Meet the Members" page of the website <http://www.yorkshiredales.org.uk/ydnpa/our-people/members/meet-the-members>.

6. The services we offer

This class consists of information issued to inform and update the public and includes materials and publications produced by the Authority for visitor and educational use, planning guidance and promotional material. Items already charged for will be available at the published price.

Examples:

News releases published by the Authority, The Visitor newspaper, Dales newspaper, walks leaflets, volunteer information, leaflets and general guidance for planning applications, Farm Buildings Design Guide, Design Guide, research and monitoring reports, grant information (for example, for the Sustainable Development Fund), Historic Environment Record, Conservation area designation statements, protected trees information.

Where available:

- Yorkshire Dales National Park Authority offices in Bainbridge and Grassington.
- Hard copies of The Visitor are widely distributed within and outside the National Park. Dales (the residents newspaper) is delivered to every home in the National Park twice a year.
- News releases dating back to 2005 are available on the Authority website – www.yorkshiredales.org.uk. Electronic versions of Dales and The Visitor from 2007 onwards are also available here.
- Much of the information in the Historic Environment Record (HER) is available on the website www.outofoblivion.org.uk although the full HER consists of photographs, paper records and artefacts too which can only be consulted in person at the Authority offices in Bainbridge. Charges will normally be made for consulting the HER (although these may be waived in certain circumstances).

Hard copies of all the information listed as part of this guide are available from the offices of the Yorkshire Dales National Park Authority as follows:

Yoredale
Bainbridge
Leyburn
North Yorkshire
DL8 3EL

Colvend
Hebden Road
Grassington, Skipton
North Yorkshire
BD23 5LB

Tel: 01969 652300
Fax: 01969 652399

Tel: 01756 751600
Fax: 01756 751699

You can also contact the Access to Information Officer on 01969 652326 or email accesstoinfo@yorkshiredales.org.uk.

Where individuals need assistance to access information covered by this Publication Scheme, we commit to providing such assistance if it can be done within reasonable resource constraints. This could cover, for example, translation into languages other than English, or reading or explaining documents to persons with visual impairment.

Large print versions of most information can be made available by arrangement. Due to the limited resources of the Authority, Braille and audiotape versions of information cannot normally be made available.

Charges

In most cases we will provide the information requested without charge. However in some instances we may need to make a charge to cover our costs. If this is the case, we will give details of the charges prior to the provision of the information.

The Authority is entitled to charge for disbursements - photocopying, printing and postage, plus any charges incurred in recovering documents from storage/archive. Copying charges are currently 7p per A4 page, 17p per A3 page, and £1.50 for a CD, plus the actual postage. If the charge would total less than £2.00, the information will be provided for free.

However, if the officer time cost of locating and providing the information exceeds the "appropriate limit" of 18 hours work or £450 (based on the standard hourly rate of £25 as set out in Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004) we do not have to provide the information, though we can choose to do so if the requester pays for the work involved, at a rate of £25 per hour. In this case we will advise the requester, who may wish to make a more limited request involving less information, or elect to pay the necessary costs.

The Environmental Information Regulations allow public authorities to charge for making environmental information available, *including* the cost of staff time in locating, retrieving and extracting that information.

EIR does not specify the rate at which staff time should be calculated, but the Information Commissioner's current guidance is to apply the FOI rate of £25 per hour.

No charge can be made for a requester to access any public registers or lists of environmental information held by the Authority; or to examine the information requested at the Authority's offices.

Payment of any charges must be made in advance, and the requester will be notified of this within 20 working days of receipt of the information request, together with the amount of payment required. The period from the day of this notification to the day the payment is received does not count towards the time limit for responding to the request. The requester then has 60 working days following issue of the notification to make the payment. If payment is not made within this period, we will not proceed with the request.

We may charge a fee for allowing re-use of a dataset, under the provisions of section 11B of FOIA, the [Freedom of Information \(Release of Datasets for Re-use\) \(Fees\) Regulations 2013](#). The fee for allowing the re-use of a dataset, under licence, is in addition to the charges for making the information available, as set out above. If we are licensing the re-use of a dataset under the [Open Government Licence](#), then there is no re-use fee.

Feedback and comment

This guide is part of the Yorkshire Dales National Park Authority's commitment to a culture of openness and accessibility. If you have any comments or suggestions about the Publication Scheme, or are unhappy about the way in which we have dealt with a request for information, please contact the Access to Information Officer on 01969 652326 or email accesstoinfo@yorkshiredales.org.uk.

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(website links, datasets, and charges details)