



## **North York Moors National Park Authority FREEDOM OF INFORMATION ACT Publication Scheme & Guide to Information Available**

### **Guide to the Information Available**

#### **1. Freedom of Information Act**

The Freedom of Information Act 2000 requires all public bodies, including the North York Moors National Park Authority to adopt and maintain a publication scheme which should include the following information

- the Information the Authority publishes or intends to publish
- how that information is published and where it can be obtained; and
- any fee which may be charged for the information (although, wherever possible we will seek to provide the information in a format which is available free of charge).

The Information Commissioners Office has produced a model publication scheme effective from 1 April 2009 which the Authority has adopted a copy of which is attached as Appendix 1 to this Document.

In addition to the Model Code the Information Commissioner has also developed a Definition Document for National Park Authorities, the Broads Authority and Conservation Boards which is available at:

[http://www.ico.gov.uk/what\\_we\\_cover/freedom\\_of\\_information/publication\\_schemes/definition\\_document\\_national\\_park\\_authorities\\_broads.aspx](http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes/definition_document_national_park_authorities_broads.aspx)

The Publication Scheme at Appendix 2 to this document is based on the classes of information included in the definition document, however, this is not intended to be an exhaustive list of all the published information that the Authority makes available to the public as this list is continually changing. The Authority will seek to make information that is of wide public interest available free of charge on the website at [www.northyorkmoors.org.uk](http://www.northyorkmoors.org.uk).

#### **2. Responsibilities**

The statutory purposes of the North York Moors National Park Authority are enacted in the Part III of Environment Act 1995 (which amends Part II of the National Parks and Access to the Countryside Act 1949) and can be summarised as follows:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park
- to promote opportunities for the understanding and enjoyment of the special qualities of those areas by the public

and in so doing the Authority has a duty to:

- seek to foster the economic and social wellbeing of local communities within the National Park.

The North York Moors National Park Authority is a local government body and in addition to the powers under the Environment Act 1995 is also the local planning authority under the Town and Country Planning Act 1990 for the whole of the area within the National Park boundary. All other 'relevant authorities' must have regard to the statutory purposes when discharging their own responsibilities within the boundary of the National Park.

### 3. Exemptions

The Authority is committed to openness and transparency and as a result there is a presumption that the information will be made available and the Authority will only seek to withhold information where there is bona fide reason for doing so for example

- information which is exempt by virtue of specific legislation
- exemptions where the public interest test applies.

The following specific information is deemed to be **exempt** from disclosure under the Authority's Publication Scheme

- Third Party personal information which is subject to the Data Protection Act 1998
- Third Party information (individuals or organisations) held by the Authority may also be exempt depending on any copyright terms under which the information is held
- Confidential or exempt Information under the terms of the Local Government Act 1972
- Information that could be deemed to compromise the privacy of an individual, including the right of complainants to anonymity
- Information provided where a statutory guarantee of confidentiality had been made and the information is not legally required to be published and consent to publish has not been obtained
- Confidential information relating to Legal Matters
- Information and research which is in the course of completion/draft information
- Commercially sensitive information including contractual and financial data provided for procurement purposes
- Draft responses to Audit reports

### 4. Classes of Information

The Information Commissioners Office has identified seven classes of information which must be routinely published and these are listed in the Model Code and the Definition Document. These are as follows:

1. Who we are and what we do
2. What we spend and how we spend it
3. What are priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The Services we Offer

The Publication Scheme at Appendix 2 details examples of the information published by the Authority in these classes but is not intended to be an exhaustive list. The Authority will endeavour to periodically review the information on this scheme and update accordingly without the need to obtain additional Member approval. The Publication Scheme will be reviewed in the light of any changes to the legislation and the Model Code but this will be at least every three years.

## **5. Obtaining Information**

The Publication Scheme at Appendix 2 details how the information can be obtained and although the Authority will endeavour to make information available on-line and free of charge wherever possible this is not always possible due to the limited resources available. Although large print versions of most information can be made available on request it is not normally possible provide information in audiotape or Braille format.

Information will be provided in the language in which it is held or in such language that is legally required.

Obligations under disability and discrimination legislation will be adhered to when providing information in accordance with the scheme.

Information which is available on-line can be found at [www.northyorkmoors.org.uk](http://www.northyorkmoors.org.uk) and hard copies can be obtained from the Authority's Offices at the following address

North York Moors National Park Authority  
The Old Vicarage  
Helmsley  
York  
YO62 7SS

Tel: 01439 770657  
Fax: 01439 770691

Or by email at [info@northyorksmoors-mpa.gov.uk](mailto:info@northyorksmoors-mpa.gov.uk)

If you do not have access to the Internet at home most local libraries provide an internet service.

In some cases the information it is only practical to make information available to view at the Authority's offices in Helmsley by prior arrangement. This includes certain information relating to Development Control Applications. If you would like to arrange to view such information contact the Development Control Administration on the contact numbers above or by email to [developmentcontrol@northyorkmoors-mpa.gov.uk](mailto:developmentcontrol@northyorkmoors-mpa.gov.uk).

## **6. Charging for Information**

Information that is available online or can be viewed at the National Park Authority Office will normally be free of charge. However, there may be a charge for access to the Historic Environment Record which is accessible under the Environmental Information Regulations, although the Authority reserves the right to waive the charge.

A charge may be levied for photocopied material, printed publications or for postage. These charges will be in accordance with the Authority's Charging Policy effective at the date the information is supplied and an estimate of the costs will be given at the time the request is made.

Charges may also be made for information subject to a charging regime specified by Parliament the extent of which will be notified at the time of the request.

This charging policy is consistent with the principles in the Model Publication Scheme as adopted by the Authority (Appendix 1).

## **7. Copyright**

All National Park Authority copyrights are reserved but material appropriately attributed may be reproduced for purposes of private study or research with permission, such permission can be obtained using the contact information in section 5 above.

## **8. Information to be added at a later date**

At present limited mapping data is available on the National Parks portal website at [www.nationalparks.gov.uk](http://www.nationalparks.gov.uk) which is accessible from the authority's website at [www.northyorkmoors.org.uk/content.php?nID=117](http://www.northyorkmoors.org.uk/content.php?nID=117). Printed mapping information can be provided in accordance with the Crown Copyright restrictions relating Ordnance Survey data.

The Authority will periodically review the information that is available under the Publications Scheme and add additional information as appropriate given the resources available to the Authority.

## **9. Other Information**

The Authority has designated the Director of Corporate Services as the Officer responsible for the Data Protection, Freedom of Information and Environmental Information Regulations. The Secretary of State has designated the Chief Executive, Monitoring Officer and Corporate Services as the individuals with Authority to apply the 'public interest' test exemptions.

For further information about Freedom of Information visit the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

If you are unhappy with the way in which we have dealt with a request for information you can request an internal review in accordance with the Authority's procedures. Information as to this process will be provided when a request for information is refused or only partial information is provided.

If you remain dissatisfied the Information Commissioner can be contacted at

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Tel:** 0303 123 1113

**Fax:** 01625 524510

### Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an 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.

#### Classes of Information

##### **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 it is within the capability of a public authority, 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, a public authority 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 an authority 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.

## **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 a 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, 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.

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.

## **Written Requests**

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

**North York Moors National Park Authority Publication Scheme**

**Appendix 2**

Title	Description	Availability
<p><b>What we are and what we do</b></p>		
<p>Organisational information, Structures, locations and contacts – current information only</p>		
<p>Composition of the Authority &amp; Sub Committees</p>	<p>Member Information – Composition of the Authority, Member Contact Details, Member Profile Information</p> <p>Members Allowances (updated as year end information is made available)</p> <p>Membership of Sub Committees and Working Groups – Minutes of the Annual General Meeting of the Authority (June)</p> <p>Committee Meeting Dates</p>	<p><a href="http://www.northyorkmoors.org.uk">www.northyorkmoors.org.uk</a></p> <p>Information Available in Authority Services Section</p> <p>Or by request from the NPA Offices</p>
<p>Staffing Structure</p>	<p>Details of Management Team and Lead Officers – Name and Position</p>	<p><a href="http://www.northyorkmoors.org.uk">www.northyorkmoors.org.uk</a></p> <p>Information Available in Authority Services Section</p>
<p>Staffing Structure</p>	<p>Additional Information relating to organisational chart and officer roles and responsibility</p>	<p>By request from NPA Offices</p>
<p>Map of Area</p>	<p>Ordnance Survey Map</p>	<p>National Parks Website portal (which is linked from the Authority website)</p> <p><a href="http://www.nationalparks.gov.uk">www.nationalparks.gov.uk</a></p> <p><a href="http://www.northyorkmoors.org.uk">www.northyorkmoors.org.uk</a></p> <p>More detailed Maps are available to purchase from our online shop, visitor centres, Ordnance Survey or other authorised retailers</p>

Title	Description	Availability
<b>What we are and what we do</b> Organisational information, Structures, locations and contacts – current information only		
Opportunities for Volunteers, Apprenticeships	Information relating to Volunteering – through the Volunteers or Voluntary Rangers including opportunities for Young People and Work Experience  Information relating to the Conservation Apprenticeships including details of the training & qualifications	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by contacting the NPA Offices
Job Opportunities	Job Opportunities will be advertised on the Authority website and in publications appropriate to the nature of the role	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>
Offices and Contact Details	Address and telephone numbers	Widely available on website, published information and directories, the Guide to the scheme
<b>What we spend and how we spend it</b> Financial Information relating to projected actual income and expenditure, procurement, contracts and financial audit		
Budgets (Revenue and Capital)	Approved Budget - Reports to Performance Monitoring and Management Committee and Authority  Business Plan  Quarterly Performance Reports including Annual Outturn – reports to Performance Monitoring and Management Committee	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices
Audited Accounts	Approved Statement of Final Accounts following (and incorporating) the issue of the External Audit Opinion by 30 September	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices
Pay and Grading Structures	Salary Disclosures as part of Approved Statement of Final Accounts	As audited accounts above

Title	Description	Availability
<b>What we spend and how we spend it</b> Financial Information relating to projected actual income and expenditure, procurement, contracts and financial audit		
Members Allowances	Disclosures as part of Approved Statement of Accounts  Members Allowances (updated as year end information is made available)	As Audited Accounts above  <a href="http://www.northyorkmoors.org.uk">www.northyorkmoors.org.uk</a>  Information Available in Authority Services Section  Or by request from the NPA Offices
Income from Grant and other Sources	This information is detailed in a number of documents including the Business Plan, Budgets, Statement of Final Accounts (Audited), & Annual Plan	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices
Financial Regulations	Latest version of this document which details the Financial and Procurement processed of the Authority	By request from NPA Offices
<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Key Strategy Documents	This information includes the following (note this is not an exhaustive list) <ul style="list-style-type: none"> <li>• National Park Management Plan &amp; Review</li> <li>• Business Plan</li> <li>• Annual Performance Plan</li> <li>• Local Development Framework – Core Strategy and Supplementary Planning Documents</li> <li>• Biodiversity Action Plan</li> <li>• Landscape Character Assessment</li> <li>• Traffic and Transport</li> <li>• Recreation Strategy</li> </ul>	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices

Title	Description	Availability
<b>What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Performance Information	Quarterly reports to Performance Monitoring and Management Committee  Annual Plan  Moors Messenger and Summary Annual Report	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices  These documents are posted to all residents of the National Park
<b>How we make decisions</b> Decision making processes and records of decision		
Agendas and Minutes of Authority and Sub Committee Meetings (excluding Private)  Local Development Framework  Planning	Agenda Committee Papers Minutes  Core Strategy and Supplementary Planning Documents  Planning Decision Information	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices  Link to Planning Explorer website via Authority Website, National Planning Portal, by inspection at Helmsley Offices by prior arrangement
<b>Our Policies and Procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
Policy  Governance  Equality and Diversity  Conservation	National Park Management Plan Business Plan  Ethical Framework  Disability Equality Scheme  Local Biodiversity Action Plan	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>  by request from NPA Offices

Advice and Grants	Landscape Appraisal and Character Assessment Heritage Coast Management Plan (Other documents delivered in partnership)	
Rights of Way and Access	Information on the Authority's Grant Schemes Criteria and application guidance	
Traffic and Transport Strategy	Access and Recreation Strategy Responsibilities for Rights of Way Responsibilities for Definitive Map (including processes for changing) Rights of Way Notices	
Customer Service	Traffic and Transport Strategy	
Records Management	Service Standards, contact info and Feedback	
Planning Policy	DPA and FOI information	
People Management	Core Strategy and SPD	by request from NPA Offices
Health and Safety	People Management Strategy	
Education Service	Health and Safety Policies Procedures and Risk Assessment	
<b>List and Registers</b>		
Currently maintained lists and registers		
Definitive Map Modification	List of all current Unconfirmed Definitive Map Modification orders	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>

Rights of Way Notices	Statutory Notices	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a> and appropriate publications
Planning Applications	Current Planning Applications	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a> and appropriate publications
Register of Interest and Gifts and Hospitality	Register for Members and Senior Personnel	Available for inspection at Offices in Helmsley
<b>The Services we Offer</b>		
Details of Authority Services		
Details of Services and any charges	Information on Authority Services	<a href="http://www.northyorkmoors.gov.uk">www.northyorkmoors.gov.uk</a>