

**Peak District National Park Authority  
FREEDOM OF INFORMATION ACT  
Publication Scheme**

**Introduction**

The National Park Authority is committed to a culture of openness in its dealing with the public and its partners. In accordance with the Freedom of Information Act, it has produced a publication scheme showing the classifications of information that will be made available.

In drawing up the scheme it has adopted a policy of 'Maximum Publication' which allows for all recorded material to be published as a matter of course, unless clear reasons can be given for non-disclosure, e.g. protecting privacy, copyright, commercial sensitivity, etc. (See section 5 below for more details).

**About the Freedom of Information Act**

The Act requires all public bodies to produce a publication scheme. This should specify:

- The classes of information which the Authority publishes or intends to publish
- The manner in which the information will be published
- Whether the information is available free of charge or has to be paid for.

**About the Peak District National Park Authority's Publication Scheme**

The scheme is divided into eight sections:

- 1 [Finding what you are looking for](#)
- 2 [Accessing information](#)
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- 7 [Feedback and comment](#)
- 8 [Other information](#)

The scheme has been also been published on [www.peakdistrict.org](http://www.peakdistrict.org) . Further hard copies are available from the National Park Authority's offices:

Baslow Road  
Bakewell  
Derbyshire DE45 1AE  
Tel: 01629 816200  
Fax: 01629 866310  
Minicom: 01629 816319  
Email: <mailto:Aldern@peakdistrict.gov.uk>

**If you are not happy about the way a request for information has been dealt with you can contact Jeff Winston, Head of Information Management at the above address, or by telephone: 01629 816399, or email: [jeff.winston@peakdistrict.gov.uk](mailto:jeff.winston@peakdistrict.gov.uk)**

## 1 Finding what you are looking for

There are four main classifications of publications.

- [Business papers of the National Park Authority](#)
- [Information and services for the public](#)
- [Research and background information](#)
- [Administration of the National Park Authority](#)

<b>a. Business Papers of the National Park Authority</b>			
Notes: ✓ = available now from the National Park Authority offices or online at <a href="http://www.peakdistrict.org">www.peakdistrict.org</a>			
⇒ = to be made available on line or electronically by end 2005			
£ there is a charge to buy a print version			
	Print	On-line	Charge
<b>Legislative framework</b>			
National Park byelaws	✓	⇒	£
<b>Policy making</b>			
National Park Management Plan	✓	✓	£
Structure and Local Plans	✓	✓	£
National Park Authority strategies	✓	⇒	£
<b>Committee information</b>			
Committee Agendas, reports and minutes for meetings open to the public (papers from Jan 2003 available on-line)	✓	✓	
Authority members - contacts and biographical details	✓	✓	

<b>b. Information and services for the public</b>			
	Print	On-line	Charge
<b>Authority publications</b>			
Authority: Annual review, Yearbook, Service Guide, news releases	✓	✓	
Annual newspaper	✓		
Best Value Performance Plan and Indicators	✓	✓	£
Specialist reports and plans concerning major conservation, recreation and education programmes and projects	✓	⇒	£
Area Management plans	✓	⇒	
Estate Management plans	✓	⇒	
Image bank (permission must be obtained for reproduction)	✓	⇒	£
<b>Planning information</b>			
Details of current and decided planning applications (decisions from June 1975 available on-line)	✓	✓	£
Leaflets and general guidance for planning applications	✓	⇒	
List of conservation areas and listed buildings	✓	✓	£
Leaflets and guidance on alterations to listed buildings	✓	⇒	
Supplementary planning guidance	✓	⇒	£
Building design guidance	✓	⇒	£
Village plans	✓	⇒	£
<b>Grants and funding information</b>			
Information and application forms for Authority Grants	✓	⇒	
Information and contact details for other relevant grants	✓	⇒	

<b>b. Information and services for the public (continued)</b>			
Notes: ✓ available now from the National Park Authority offices or online at <a href="http://www.peakdistrict.org">www.peakdistrict.org</a> ⇒ available no later than end 2005 £ there is a charge to buy a print version			
	<b>Print</b>	<b>On-line</b>	<b>Charge</b>
<b>Visitor information</b>			
Accommodation, events, access guide, links to public transport information	✓	✓	
Leaflets	✓	⇒	
<b>Educational material</b>			
Education course details	✓	✓	
Fact sheets	✓	✓	
Green building materials	✓	⇒	

<b>c. Research and background information</b>			
<b>Statistical information</b>			
State of the Park reports	✓	✓	£
Conservation areas analysis	✓	⇒	£
General environmental, archaeological and landscape data belonging to the Authority	✓	⇒	£
Traffic and tourism statistics and surveys	✓	⇒	
<b>Public consultations</b>			
Responses to public consultation	✓	⇒	
Responses to public enquiries	✓	⇒	

<b>d. Administration of the National Park Authority</b>			
<b>Financial information</b>			
Annual audited accounts and balance sheet, funding sources and expenditure breakdown	✓	✓	
<b>Audit/procurement procedures</b>			
Auditors' (district and internal) final reports	✓	⇒	
Invitations to tender	✓	⇒	
<b>Assets register</b>			
A list of Authority assets in excess of £5,000	✓	⇒	£
<b>A list of file classifications</b>			
The types of files held by the National Park Authority	✓	⇒	£

<b>d. Administration of the National Park Authority (continued)</b>			
Notes: ✓ available now from the National Park Authority offices or online at <a href="http://www.peakdistrict.org">www.peakdistrict.org</a> ⇨ available no later than end 2005 £ there is a charge to buy a print version			
	<b>Print</b>	<b>On-line</b>	<b>Charge</b>
<b>Organisational information</b>			
Structure of organisation	✓	✓	
Members - contacts and biographical details	✓	✓	
Members appointments to outside bodies	✓	⇨	£
Members allowances current rate	✓	⇨	£
Summary of members allowance payments	✓	⇨	£
Members code of conduct	✓	⇨	£
Members register of financial and other interests	✓	⇨	£
Members declaration of interests	✓	⇨	£
Guidance on gifts and hospitality	✓	⇨	£
Description of directorates and services	✓	⇨	£
Service contact details: address, direct telephone line, email	✓	✓	£
Service Action plans and reports	✓	⇨	£
List of partner organisations	✓	⇨	£
<b>Recruitment and development of staff</b>			
Employment Policy	✓	⇨	£
Work Life Balance Policy	✓	⇨	£
Job descriptions	✓	⇨	£
Employment statistics	✓	⇨	
Current vacancies advertised externally	✓	✓	
<b>Health and safety</b>			
Statement of safety policy	✓	⇨	£
Accident statistics	✓	⇨	£
Guidance notes to staff	✓	⇨	£
<b>Complaints</b>			
How to make a complaint	✓	✓	
Ombudsman adjudications	✓	⇨	

If the type of information you are looking for cannot be found under the classifications above you can try searching the National Park Authority website [www.peakdistrict.org](http://www.peakdistrict.org) or contacting us at the address above.

## 2 Accessing information

It is our aim to make as much information as possible available on-line. All major publications are published on line at the same time as hard copies. Other publications (and archive documents) are added in a continuing development programme.

Hard copies of all information are available from the offices of the National Park Authority. Some publications may also be available at main libraries in and around the national park.

Large print, Braille and audio tape versions of information can be made available by arrangement.

### **3 Charging for information**

There will be no (publication) charge for information on-line.

It may be necessary to re-coup part or all of the cost of some printed publications as well as postage costs. It may also be necessary to charge for the costs of copying data, including staff time, when certain types or large amounts of information are required.

Large print, Braille and audio tape versions of information will be free.

### **4 Copyright**

All National Park Authority copyrights are reserved but material appropriately attributed may be reproduced for purposes of private study or research with permission.

### **5 Information not included in the scheme**

Information that is restricted under the terms of the Local Government Act, 1972.

Information that would compromise the privacy of an individual.

Information given under a statutory guarantee that confidentiality would be protected, where there was no legal obligation to provide the information and no agreement sought for it to be published.

Information whose disclosure would harm the frankness and candour of internal discussion.

Information or other records or research that are still in the course of completion.

Confidential material relating to legal matters.

Information and/or data that could compromise conservation purposes.

Material that is commercially or industrially sensitive.

Confidential tendering, contractual and financial data.

Draft responses to audit

Information held by the Authority belonging to other individuals and organisations may also be exempted depending on the copyright terms under which the information is held.

### **6 Information to be included at a later date**

At present limited mapping data is available on the National Parks portal website [www.nationalparks.gov.uk](http://www.nationalparks.gov.uk) . This facility will be developed over the coming year.

### **7 Feedback and comments**

This publication scheme is part of an on-going process aimed at improving the openness and accessibility of the National Park Authority. In order to do this we would welcome comments and suggestions about the scheme. We will also be keeping a record of requests for information in order to try and ensure we are meeting the needs of our customers. You can contact us via [www.peakdistrict.org](http://www.peakdistrict.org) or at the address above.

### **8 Other information about Freedom of Information**

The **Information Commissioner's site** [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk) includes a general introduction to the FoI Act. If you are unhappy about the way we have dealt with a request for information you can contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.