

FREEDOM OF INFORMATION ACT (2000) and the ENVIRONMENTAL INFORMATION REGULATIONS (2004)

Publication Scheme

Part A – Introduction

The role of the Peak District National Park Authority
Freedom of Information and our publication scheme
About excluded or exempt information
Suggestions and further information

Part B – Classes of Information

Summary of classes
Who we are and what we do
What our priorities are and how we are doing
What we spend and how we spend it
How we make our decisions
Our policies and procedures
Lists and registers
The services we offer

Part C – Essential information

How to access information
Charging for information
Information to be included at a later date
Copyright
What to do when something goes wrong

Part A – Introduction

We are an independent body funded by central government, the Department for Environment, Food and Rural Affairs (Defra). We have the following two core purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area
- To promote opportunities for the understanding and enjoyment of the Park's special qualities by the public

If there is a conflict between these two purposes, conservation takes priority

Alongside these purposes goes a duty to foster the economic and social well-being of the communities within the National Park.

Freedom of Information and our Publication Scheme

We are committed to a culture of openness in our dealings with our partners and the public. The purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 are to promote openness and provide access to information about what we do. There is a general right of access to all types of recorded information that we hold, subject to certain exemptions such as protecting the privacy of an individual, copyright issues, commercial confidentiality or legal professional privilege.

The Information Commissioner's Office (ICO) is an independent public body, sponsored by the Department for Digital, Culture, Media and Sport. It acts as regulator in the fields of freedom information and the protection of personal data. The ICO can help you understand what the General Data Protection Act, Freedom of Information Act and related issues mean to you. It promotes openness and transparency in public bodies and can advise you on how to protect your personal information and how to gain access to official records.

The ICO requires us to adopt and maintain a publication scheme setting out information we routinely publish, how we publish it when it will be available, and whether or not there is a charge. See our website page on [Open Government](#) for further information

About excluded or exempt information

The right to information is not absolute – some information may be exempt from publication under legislation. The exemptions and exclusions vary according to the nature of the information and the legislation which applies to it.

- Information that is restricted under the terms of the Local Government Act, 1972.
- Information that would compromise the privacy of an individual.
- Information whose disclosure would harm the frankness and candour of internal discussion.
- Information or other records or research that is 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.
- Some information relating to the tender process, contractual and financial data.
- Draft responses to audit
- Information subject to legal professional privilege
- Information that may be exempted under copyright

If we decide to withhold information that has been requested, we will always provide a full explanation as to why.

Further information

The publication scheme is part of an on-going process aimed at improving openness and accessibility within our organisation. In order to do this we would welcome comments and suggestions about the scheme. We will also maintain a record of requests for information in order to try and ensure we are meeting the needs of our customers.

If you would like more information about our publication scheme or the Freedom of Information Act please contact our Customer and Democratic Support Team on 01629 816200, or by email to customer.service@peakdistrict.gov.uk

Alternatively visit the [ICO website](#) where you can find guidance on the Act and making a request.

Part B – Classes of information

Summary of Classes

Who we are and what we do

Including our structure, location and contact details, constitutional and legal governance.

What our priorities are and how we are doing

Our strategies and plans, performance indicators, audits, inspections and reviews.

Spending and income

Includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Please note, commercially sensitive information may be excluded from publication. Details of tenders and quotations are not published prior to the award of contracts.

How we make our decisions

Decision making processes, agendas, minutes and standing orders.

Our policies and procedures

Protocols, policies and procedures relating to the delivery of our services.

Lists and registers

Those available to the public, whether as a legal requirement or published voluntarily.

The services we offer

Information about our services, including guidance and newsletters

Classes of information in more detail

Who we are and what we do:

- Our [statutory purposes and duties](#)
- [Our members](#) including appointment and contact details
- [Senior management roles](#)
- [Management structure](#)
- [Establishment](#) – including posts and salary scales (PDF format)
- [Working for us](#) – current vacancies and how to apply
- [Opportunities for volunteers](#)
- [Office locations and contact details](#)
- [Policies Maps](#) – includes inset maps, landscape sheets and mineral safeguarding areas
- [Projects and partnerships](#)

What our priorities are and how we are doing:

For our key policy and action plan documents see our [Publications](#) page

- [Peak District National Park Management Plan](#)
- [Performance and Business Plan](#)
- [Annual Governance Statement](#)
- [Local Development Framework Core Strategy](#) - formally adopted in October 2011
- [Development Management Policies](#) – adopted in May 2019
- [State of the Park Report](#)

- Strategies and Action Plans
 - [Biodiversity Action Plan](#)
 - [Climate Change Strategy](#)
 - [Cultural Heritage Strategy](#)
 - [Cycle Strategy](#)
 - [Landscape Strategy](#)
 - [Supplementary Planning Documents](#) – includes design guides for buildings, villages and transport.
 - [Supporting Documents](#) – includes Statement of Community Involvement, Local Development Scheme and Annual Monitoring Reports.

Spending and income:

See [Finance and Operational Policies](#)

- [Financial Regulations](#)
- [Annual Accounts](#), including Budget Reports and Outturns
- [Members allowance rates](#)
- [Summary of member allowances](#)
- [Publication of senior salary information](#)
- Pay Multiple - included in our [Gender Pay Report](#)
- [Register of contracts and agreements](#)
- [Spending over £250](#)
- [Credit card spending](#)
- [Income generated from car parking](#)
- [Payment Performance Statistics](#)

How we make our decisions:

Agendas (including publicly available reports and supporting papers) and minutes for meetings of:

See [Committees](#)

- [National Park Authority meeting](#)
- [Planning Committee](#)
- [Audit Resources and Performance Committee](#)
- [Standards Committee](#) – from July 1st 2012, responsibilities moved to Audit, Resource and Performance Committee, archive only, copies of minutes of meetings available on request
- [Services Committee archive](#) – discontinued on 1st April 2011
- [Local Joint Committee](#)
- [Local Access Forum](#) (includes links to other web pages and PDF format documents)
- Copies of agendas, minutes and reports for meetings prior to 2007 are available on request.
- [Calendar of meetings](#) (includes link to PDF documents)
- [Standing Orders](#) - including Scheme of Delegation (contains links to PDF format documents)
- [A Guide to Exempt Information](#)
- [Public consultations](#) (includes links to other web pages – both PDNPA and third party)
- [Current tenders](#)

Our policies and procedures:

See [Standards and Governance](#) ; [Finance and Operational Policies](#), [Publications](#) and [Democratic Services Handbook](#)

- [Confidential Reporting/Whistleblowing Policy](#)
- [Anti-Fraud and Corruption Policy](#)
- [Complaints](#) procedure
- [Customer Service Charter](#)
- [Code of Corporate Governance](#)
- [Review of performance against Code](#) for previous year
- [Policy on Equality, Diversity and Inclusion](#) (PDF format)
- [Gender Pay Report](#) (PDF format)
- [Trade Union Facility Time](#)
- [Occupational Safety and Health Policy](#) (PDF format)
- [Information Management Policies Framework](#) (PDF format)
- [Member Code of Conduct](#)
- [Staff Code of Conduct](#) (PDF format)
- [Protocol for member and officer relations](#)
- [Retention Schedule](#) (PDF format)
- [Public participation](#)
- [Open Government](#) – including Freedom of Information and Data Protection
- Access to Information including [Freedom of Information](#) and our quarterly disclosure log and
- [Data Protection](#) which includes a link to our [Subject Access Request](#) form (PDF format)
- [Privacy Notice](#)
 - [Employee](#) (PDF format)
 - [Job Applicant](#) (PDF format)
 - [Planning](#) (PDF format)
- [Use of CCTV – Good Practice Guide](#) (PDF format)
- [Accessibility Statement](#)

Lists and Registers:

- Planning Register – available on our website using [planning search](#)
- [Weekly list of new planning applications](#) (PDF format)
- [Open Access Land](#) (includes links to our Byelaws)
- [Land and property we own or lease](#)
- [Member attendance summary](#)
- [Register of members interests](#)
- [FOI disclosure log](#) – published quarterly
- [FOI Performance statistics](#) – published annually (financial year)
- The following information may be obtained on request:
 - Enforcement Register
 - Section 106 Agreements Register
 - Listed Buildings in the National Park
 - Tree Preservation Orders (TPOs)
 - Asset Register
 - Strategic Risk Register
 - Register of gifts and hospitality - Members
 - Register of gifts and hospitality – Staff

The services we offer:

- [News releases](#)
- [Visitor information](#) – planning your visit, things to do and FAQs
- [Visitor Centres](#) – locations and contact information
- [Cycle Hire Centres](#) – locations and contact information
- [Media Centre](#) – including filming in the National Park
- [Access for All](#)
- [Get Active](#)
- [Educational Services](#)
- [Resources for Teachers](#)
- [John Muir Award](#) - environmental award scheme focused on wild places
- [Parklife](#) – the community magazine for the Peak District National Park (published in March and October)
- [ACID](#) (Archaeology and Conservation in Derbyshire and the Peak District) magazine - annual publication sharing news of archaeological discoveries, new research, and new ways of finding out about the past.
- [Ranger Service](#)
- [Junior Rangers](#)
- [Car parks](#) including charges and toilet facilities.
- [Public toilets](#)
- [Planning advice and guidance](#)
- [Local Land Charges](#) – local authority and personal searches
- [Tree Works Advice](#)
- [Peak District online shop](#)

Part C – How to access information

Accessing information

The information contained in each class may be provided in a number of ways either via our website, by email, or as hard copy. It is our aim to make as much information as possible available on-line. Some publications may also be available at main libraries and records offices in and around the National Park and from the [National Archives](#) at Kew.

Large print, Braille and audio versions of information can be provided by arrangement.

If you cannot find the information you are looking for try searching our [website](#) or contacting Customer and Democratic Support Team on 01629 816200 or by email to customer.service@peakdistrict.gov.uk.

Charging for information

Please see the section on our website [Schedule of Charges](#)

Review of our publication scheme

The scheme will be reviewed in conjunction with our schedule of charges at such a time as changes in legislation occur, or as documents and information are revised.