



# Cowick & Snaith Internal Drainage Board

## Freedom of Information Publication Scheme

Document Control		
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## 1. Introduction

This Publication Scheme sets out what information the Board makes publicly available, how it can be accessed, how we deal with requests for information and whether or not it is free of charge.

The Freedom of Information Act 2000 (“the Act”), as amended by the Protection of Freedoms Act 2012, the Environment Information Regulations 2005 and the Infrastructure for Spatial Information in the European Community Regulations (INSPIRE), gives a general right of access to and re-use of recorded information held by public authorities and sets out exemptions from those right. It places a number of obligations on public authorities; the Board is deemed to be a non-departmental public body for the purposes of the Act.

Further information about the Act can be obtained from the **Information Commissioner’s Office** (ICO) (<http://www.ico.gov.uk>).

## 2. What Information is routinely available?

The Board’s routinely available information is grouped into seven classes:

1. Who we are and what we do  
*Organisational information, structures, locations and contacts.*
2. What we spend and how we spend it  
*Financial Information relating to income and expenditure, procurement, contracts and audited accounts.*
3. What our priorities are and how we are performing  
*Strategies and plans, performance indicators, audits, inspections and reviews.*
4. How we make decisions  
*Decision making processes and records of decisions.*
5. Our policies and procedures  
*Current protocols, policies and procedures for delivering our services and responsibilities.*
6. Lists and registers  
*All statutory and non-statutory Registers (with personal information redacted).*
7. The services we offer  
*Information about the services we currently provide including leaflets, guidance and newsletters produced.*

### **3. How to access the Board's information**

The information contained in each class may be accessed through a variety of means and in a number of formats where available. Information held by the Board 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.

#### On the Board's Website

Most of the routinely available information is accessible free of charge on our website - ([www.yorkshirehumberdrainage.gov.uk](http://www.yorkshirehumberdrainage.gov.uk))

#### By email

Requests for information can be made by email to [info@yorkshirehumberdrainage.gov.uk](mailto:info@yorkshirehumberdrainage.gov.uk)

#### By post

Requests for information can be made by post to:

Cowick and Snaith Drainage Board  
91 Bridgegate  
Howden  
Goole  
East Yorkshire  
DN14 7JJ  
[Tel:](tel:01430430237) 01430 430237

#### In person

If you wish to view information at the Board's office, you can contact us to make an appointment and we will arrange this within a reasonable timescale.

### **4. Processing requests for information**

The Board will always endeavour to respond promptly and fully within 20 working days, as set out in the Freedom of Information Act.

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

## 5. Charges

Charges may be made for the provision of some of the information within this publication scheme, largely where the information is not accessible from our website.

Charges may be made to cover the cost of disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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

Please note – The minimum from which a fee will be charged is £5.

### Schedule of Charges

Type of charge	Description	Cost	Comments
Disbursement cost	Paper copies A4 A3 Paper Plans (up to A0)	10p per side 20p per side £5 per side	Costs of printing, paper & toner
	Postage	2 <sup>nd</sup> class postage	Actual cost of Royal Mail 2 <sup>nd</sup> class delivery
	Packaging	£1	Per parcel/letter irrespective of size/weight
Time	Where the time required to respond to a request exceeds 18 hours	£25 per hour	Freedom of Information and Data Protection Regulations 2004 (SI 2004/3244)

Section 12 of the Freedom of Information Act states that a body is not obliged to comply with a request for information if it estimates that the cost of complying with a request exceeds the 'appropriate limit', which for public authorities is set at £450, at a standard rate of £25 per hour. Therefore, if it is estimated that it will take the Board more than 18 hours to determine if the information requested is held, locate and retrieve the information, and extract the releasable information from any exempt information, the request will be refused.

If a request exceeds the £450 limit, the requester will be informed of this in writing, with advice offered on how to revise and resubmit the request where possible. Where the cost of supplying the information can be processed within the £450 limit, the information will not be charged for. The cost of sending the information may be charged, as specified above.

## 6. Aggregated requests

The Fees Regulations state that in some cases the costs of answering more than one request for information can be 'aggregated', or added together, to estimate whether the £450 limit is exceeded.

Requests can be aggregated when two or more requests have been made to the Board relating to the same or similar information within the space of 60 consecutive working days.

The requests will also either be from the same person or from different people who appear to be working together in a campaign.

## 7. Repetitious or vexatious requests

The Board may refuse repetitious or vexatious requests as defined by the Freedom of Information Act (Section 14).

## 8. Exempt Information

In adopting this Scheme, the Board has endeavoured to be as open as possible but there are instances where, for legitimate reasons, it may not make certain information available. Where this is the case the reasons behind the decision to withhold the information will be clearly stated and will be based on the general exemptions contained in the Data Protection Act, the Environmental Information Regulations, or where it may be of a confidential or commercially sensitive nature.

## 9. Copyright

The copyright of all the information published is reserved by the Board.

## 10. The Information Available

<b>1. Who we are and what we do</b>	
<b>Information</b>	<b>How it can be obtained</b>
Constitution of the Board	Website Hard copy on request
Outline of responsibilities	Website Hard copy on request
Board Members	Website Hard copy on request
Staff Structure	Website Hard copy on request
Geographical area covered	Website Hard copy on request
Location of office and contact details	Website Hard copy on request

<b>2. What we spend and how we spend it</b>	
<b>Information</b>	<b>How it can be obtained</b>
Annual Return	Website Hard copy on request
Audit Report on accounts	Website Hard copy on request
Capital Maintenance Strategy (in development)	Website Hard copy on request
Procurement Regulations (Financial Regulations)	Website Hard copy on request
Drainage rate & special levies	Website Hard copy on request
Grants and other financial contributions	Summary figures in Minutes on website. Hard copies available on request
Board Members' allowances and expenses	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Contracts awarded and their value	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>

<b>3. What our priorities are and how we are doing</b>	
<b>Information</b>	<b>How it can be obtained</b>
Corporate Strategy	Website Hard copy on request
Capital Maintenance Strategy (in development)	Website Hard copy on request
Definitive Maintenance Map	Website Hard copy on request
Maintenance Schedule	Website Hard copy on request
Biodiversity Action Plan	Website Hard copy on request
Performance against aims and plans	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Inspections and reviews	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>

<b>4. How we make decisions</b>	
<b>Information</b>	<b>How it can be obtained</b>
Board Meetings Timetable	Website Hard copy on request
Board Meeting Agendas	Website Hard copy on request
Board Meeting Minutes	Website Hard copy on request
Reports presented to Board Meetings	Available on request

	<ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Responses to Public Consultations	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Responses to planning applications	Available on East Riding of Yorkshire Council Public Access Website Available from OHDB on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Bye-laws	Website Hard copy on request
Planning & Development – Standing Advice (in development)	Website Hard copy on request
Risk Management Plan	Website Hard copy on request

<b>5. Our policies and procedures</b>	
<b>Information</b>	<b>How it can be obtained</b>
Procedural Standing Orders	Website Hard copy on request
Members’ Code of Conduct	Website Hard copy on request
Financial Regulations	Website Hard copy on request
Scheme of Delegation	Website Hard copy on request
Division of Responsibilities	Website Hard copy on request
Human Resources policies	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Pensions Policy	Website Hard copy on request
Anti-bribery policy	Website Hard copy on request
Anti-fraud and corruption policy	Website Hard copy on request
Government Policy Delivery Statement	Website Hard copy on request
Emergency Plan	Website Hard copy on request
Health & Safety Policy Statement	Website Hard copy on request
Health & Safety Policy	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Complaints procedure	Website Hard copy on request
Data protection policy	Website

	Hard copy on request
Privacy Policies	Website Hard copy on request
Freedom of Information Publication Scheme	Website Hard copy on request
Environment Policy	Website Hard copy on request
Maintenance Policy	Website Hard copy on request
Whistleblowing policy	Website Hard copy on request

<b>6. Lists and registers (with personal information redacted)</b>	
<b>Information</b>	<b>How it can be obtained</b>
Register of Assets	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Rate Book	Available on request by prior appointment <ul style="list-style-type: none"> <li>- view only</li> <li>- electronic extracts</li> <li>- hard copy extracts</li> </ul>
Rate Map	Available on request by prior appointment <ul style="list-style-type: none"> <li>- view only</li> <li>- electronic extracts</li> <li>- hard copy extracts</li> </ul>
Electoral Register (for the purposes of an Election of IDB Members)	Available on request by prior appointment <ul style="list-style-type: none"> <li>- view only</li> <li>- electronic extracts</li> <li>- hard copy extracts</li> </ul>
Register of Members' Interests	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Members' Attendance Register	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Complaints Register	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>

<b>7. The services we offer</b>	
<b>Information</b>	<b>How it can be obtained</b>
Land Drainage Consents – Application Form	Website Hard copy on request
Pre-application planning advice Agreement	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>
Notices, leaflets and guidance	Website Hard copy on request
Media releases	Website



	Hard copy on request
Details of the services for which the Board is entitled to recover a fee together with those fees	Available on request <ul style="list-style-type: none"> <li>- electronic copy</li> <li>- hard copy</li> </ul>

## 11. Feedback

Feedback about this publication scheme should be directed to the Chief Executive or the Chairman of the Board – see contact details on page 2 under the heading “*How to access the Board’s information.*”

If you are not satisfied that information is being published in accordance with this scheme you can refer your complaint to the Information Commissioner. The contact details are:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
Website: <https://ico.org.uk/make-a-complaint/>