

Farthingstone Parish Council

Policies and procedures for handling requests for information How we handle Freedom of Information Requests

1. If we hold the information:

Once we receive your written request we will check that we have enough detail to identify the information. If your request is unclear, or is likely to produce a large amount of information, we will contact you and let you know. If we have enough information we will then send you an acknowledgment and process the request.

2. If we do not hold the information:

If we do not have the information you ask for and we know who does, we will tell you and ask if you would like us to send the request to the other public authority on your behalf. If we do not know who has the information, then we will suggest you a visit to a local library or search on the internet.

3. Will I see all the information retrieved?

The council is committed to providing access to the public through the Freedom of Information and other access legislation mentioned on this website. However, there will be certain instances when we will not release all the information we retrieve. This will be because the information comes within an “exempt” category of the Freedom of Information or other relevant legislation. If we remove information, we will tell you why quoting the relevant exemption (for Freedom of Information) or giving a reason (for Environmental Information).

4. Exemptions under the Freedom of Information Act:

There are 23 exempt categories of information listed in the Act which includes

- Information provided in confidence
- Information prohibited from disclosure by another piece of legislation
- Personal information, subject to the Data Protection Act 1998
- Information intended for future publication
- Health and safety
- Environmental information

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5. Consultation with third parties:

We will consult with third parties before releasing information and consider their views when deciding whether to release a piece of information. However, the final decision to disclose information remains with Complaints and Appeals.

6. Publication Scheme:

Our Publication Scheme shows information that is available without the requirement to use the Freedom of Information Scheme, together with the cost of supplying the information where a charge is levied.

If you are unhappy with the response you receive, either the information we send you or the way we handle your request you may use our complaints procedure to let us know.

Adopted:

(With thanks to Weedon Parish Council)

Approved by Farthingstone Parish Council:	16 th May 2016
Review Due:	May 2017

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Farthingstone Parish Council Model Publication Scheme

Information available from Farthingstone Parish Council under the model publication scheme (September 2015)

We (the Office of the Information Commissioner) would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy or via	Second class postage plus 20p/page for

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	email from Clerk	hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website/Inspection	No Charge
Finalised budget	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Precept	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Grants given and received – recorded in minutes	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
List of current contracts awarded and value of contract – recorded in minutes	Website Hard copy or via	Second class postage plus 20p/page for

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	email from Clerk	hard copy
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews).		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum) - minutes	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) - Current and previous council year as a minimum		
Timetable of meetings (Council meetings and parish meetings)	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Agendas of meetings (as above)	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Responses to consultation papers – if applicable – if any are made they will be in the	Website	Second class postage

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minutes.	Hard copy or via email from Clerk	plus 20p/page for hard copy
Responses to planning applications – contained in minutes	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Bye laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers – any recorded in Standing Orders Code of Conduct Policy statements	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website Hard copy or via	Second class postage plus 20p/page for

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	email from Clerk	hard copy
Data protection policies	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Schedule of charges (for the publication of information)	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Assets register	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Register of members' interests	DDC Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Register of gifts and hospitality	We do not accept gifts or hospitality	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters)		

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produced for the public and businesses) Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Community centres and Village Hall	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy or via email from Clerk	Second class postage plus 20p/page for hard copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Cost covers copier running costs and paper used

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	Packaging at 5p per envelope	Actual cost of envelopes
	Postage	Actual cost of Royal Mail standard 2 nd class
	Website/email	No charge
Statutory Fee	<p>For the time taken to:</p> <ul style="list-style-type: none"> • determine whether the information is held; • locate and retrieve it, and • extract the information from a document(s) containing it. <p>We will not take into account any time spent:</p> <ul style="list-style-type: none"> • deciding whether information should be released; or • applying exemptions; or • considering the public interest test <p>However, where appropriate, we will help you to refine your request so that it falls within the cost threshold set out above.</p>	<p>In accordance with provision of information under the Freedom of Information Act set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 04 (SI04 NO 3244), in force from 1st January 2005. Copies are available from the Office of the Information Commissioner or below:</p> <p>https://ico.org.uk/for-organisations/charging-for-information-in-a-publication-scheme/</p>
Other	Charges must be paid in full before the information will be released.	