

Calver Parish Council

Freedom of Information Policy

Calver Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests were relevant.

The Freedom of Information Act, which came into force on 1st January 2005 gives everyone a statutory right of access to information held by bodies such as the Parish Council.

Model Publication Scheme

From 23rd July 2015, the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office. You can access a copy of the model scheme at the bottom of this page.

Information about the Parish Council

You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the Parish Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email clerk@calverparishcouncil.org.uk or write to the clerk.

Please be sure to include your name and valid postal address as required under the Act and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify and number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

Charges for providing information under the Freedom of Information Act

There is no “flat rate” fee to receive information and in many cases we will provide the information to you free of charge. However, you should note that if the information you are seeking is not readily available in the form in which you are seeking it, the Parish Council may charge you a fee based on the costs associated with providing the information, for example photocopying and postage (known as disbursements).

The Freedom of Information Act does permit the Parish Council to refuse your request and if we estimate that it will cost us in excess of the appropriate cost limit (currently £450) to fulfil your request.

Freedom of information fees notice

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a “fees notice”. When you are issued the fees notice, the 20 working days limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within 3 months we are not obliged to comply with the request.

Complaints

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to the Clerk (see website for contact details).

The Information Commissioner’s Office (ICO) is responsible for enforcing the operation of the act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to:-

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Calver Parish Council

July 2015

Calver Parish Council – Freedom of Information Act Publication Scheme

| Information to be published | How the info can be obtained |
|---|-------------------------------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | Hard copy or on website |
| Who's who on the Council and its Committees (no current Committees established) | Hard copy or on website |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy or on website |
| Location of main Council office and accessibility details (no Council premises) | N/A |
| Staffing structure | Hard copy or on website |
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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | Hard copy or on website |
| Annual return form and report by auditor | Hard copy or on website |
| Finalised budget | Hard copy |
| Precept | Hard copy or on website |
| Borrowing Approval letter | N/A |
| Financial Standing Orders and Regulations | Hard copy or on website |
| Grants given and received | Hard copy or on website |
| List of current contracts awarded and value of contract | Hard copy or on website |

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| Members' allowances and expenses (No Members allowances are paid) | Hard copy or on website |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard copy or on website |
| Parish Plan (current and previous year as a minimum) No current Plan | N/A |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy or on website |
| Quality status - Not applied for Quality Status/Local Council Award Scheme | N/A |
| Local charters drawn up in accordance with DCLG guidelines- None | N/A |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Hard copy or on website |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy or on website Parish noticeboard the website |
| Agendas of meetings (as above) | Hard copy or on website Parish noticeboard the website |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy or on website |
| Responses to consultation papers | Hard copy or on website |
| Responses to planning applications | Hard copy or on website |
| Bye-laws | Hard copy |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | Hard copy or on website |

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| Current information only | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> | <p>Hard copy or on website</p> <p>N/A</p> <p>Hard copy or on website</p> <p>Hard copy or on website</p> <p>Hard copy or on website</p> |
| <p>Policies and procedures for the provision of services:</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy or on website</p> |
| Information security policy | Sensitive information withheld |
| Records management policies (records retention, destruction and archive) | Parish Clerk archive |
| Data protection policies | As standard |
| Schedule of charges (for the publication of information) | Published as part of the scheme |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | <p>(hard copy or website, some information may only be available on inspection)</p> |

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| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy |
| Assets Register | 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 |
| Register of members' interests | Hard copy or on website |
| Register of gifts and hospitality | Hard copy or on website |
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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | Hard copy or on website; some may only be available on inspection |
| Allotments | N/A |
| Burial grounds and closed churchyards | N/A |
| Community centres and village halls | N/A |
| Parks, playing fields and recreational facilities | N/A |
| Seating, litter bins, clocks, memorials and lighting | Hard copy |
| Bus shelters | Hard copy |
| Markets | N/A |
| Public conveniences | N/A |
| Agency agreements (Footpaths/Rights of Way) and (Burial Ground Maintenance) | Hard copy |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | |

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| Contact the Clerk – see website for contact details | |
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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 @ 5p per sheet (black & white) | Actual cost * |
| | Postage -2nd class stamp | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |

- the actual cost incurred by the public authority

Adopted by Calver Parish Council 23rd July, 2015