

GRETTON PARISH COUNCIL

Email: clerkgpc@btinternet.com

www.grettonparishcouncil.com



FREEDOM OF INFORMATION POLICY

The Parish Council adopted the Model Publication Scheme with effect from 11th May 2020. This scheme will enable members of the public to view and access information held by the Parish Council.

OBTAINING INFORMATION AND INFORMATION HELD

There are three ways to obtain the information:

- Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

- Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the link on the website or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

- Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

- The Parish Clerk, 7A Caistor Road, Gretton, Northants. NN17 3DL
- 07816974828
- Your request must include your name, address for correspondence, and a description of the information you require.

COUNCIL'S RESPONSE TO A WRITTEN REQUEST

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

FEES

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and

2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

EXEMPTIONS

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

FURTHER HELP

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Information available from Gretton Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	No charge
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 5p sheet b/w
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy – contact Clerk	Free 5p sheet b/w
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	(hard copy/website)	

Annual return form and report by auditor	Website Hard copy	Free 5p sheet b/w
Finalised budget	Website Hard copy	Free 5p sheet b/w
Precept	Hard copy	5p sheet b/w
Financial Standing Orders and Regulations	Hard copy	5p sheet b/w
Grants given and received	Hard copy	5p sheet b/w
List of current contracts awarded and value of contract	Hard copy	5p sheet b/w
Members' allowances and expenses	Hard copy	5p sheet b/w
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.	(hard copy or website)	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 5p sheet b/w
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum.	(hard copy or website)	
Agendas of meetings	Website Hard copy – contact Clerk	Free 5p sheet b/w
Minutes of meetings – note, this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 5p sheet b/w
Reports presented to council meetings - note, this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p sheet b/w
Responses to consultation papers	Hard copy – contact Clerk	5p sheet b/w
Responses to planning applications	Hard copy – contact Clerk	5p sheet b/w
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website)	
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. Code of Conduct. Policy statements.	Available by inspection – contact Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision will suffice)	Available by inspection if held by Parish Council – contact Clerk	
Assets register	Website Hard copy – contact Clerk	Free 5p sheet b/w

Register of members' interests	Available by inspection – contact Clerk	
Register of gifts and hospitality	Available by inspection – contact Clerk	
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 website; some information may only be available by inspection)	
Allotments	Contained in Asset Register	
Parks, playing fields and recreational facilities	Contained in Asset Register	
Seating, grit bins, memorial	Contained in Asset Register	
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 @ 5p per sheet (black & white)	Actual cost *
	Postage	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

COMPLAINTS

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545700

Email: mail@ico.gov.uk

Adopted by Gretton Parish Council, 11th May 2020

Signed _____
Frances Woolston, Chair

Date _____

Model publication scheme
Version 1.2
20151023