

Filkins and Broughton Poggs  
Parish Council

Freedom of Information Act

Publication Scheme

Adopted February 2009

# Introduction

## **The Freedom of Information Act**

The Freedom of Information Act grants to members of the public rights of success to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners' Office at [www.ico.gov.uk](http://www.ico.gov.uk).

## **Publication Scheme**

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1<sup>st</sup> January 2009. Filkins and Broughton Poggs Parish Council adopted the generic model publication scheme at its Council Meeting on 17<sup>th</sup> February 2009. The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed ( via the Village website or in hard copy) and whether or not a charge will be made for it.

## **How do I make a request?**

- Requests should be made in writing either by letter or e mail addressed to the Parish Clerk.
- Make the information as specific as possible. If your request is too broad the Parish Council may ask you to clarify it. This could mean a delay in obtaining information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, e.g. by e- mail or paper copy.

## **What happens once my request is received?**

Any request for information will be treated as a formal request for information and the Parish Council suggests that e-mails or letters are clearly marked as "Freedom of Information" to avoid confusion. The Parish Council must respond promptly to requests or, in any event, within 20 working days although the Parish Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest, the Parish Council must do so "within reasonable time".

## **What if the information is refused?**

The Parish Council is committed to openness and accountability and already makes information available to the public through the website and information folders. Where the Parish Council decides not to disclose the information requested it must give reasons for its decision and explain how the exemption or exception applies. The Parish Council must also inform you of your right to complain to the Information Commissioners Office (ICO).

## **How can the ICO help?**

You may apply to the ICO for a decision about whether the request had been dealt with according to the Act, for example, you believe there has been an excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the public authority either confirming the decision made by the public authority or directing it to disclose information within a certain time. If you or the Parish Council disagrees with the ICO's decision you have 28 days to appeal to the independent Information Tribunal. The Information Tribunal may uphold the ICO's decision notice, amend it (i.e. change the time frame for release of information) or overturn it.

Additional guidance on the Freedom of Information Act is available on the ICO website at [www.ico.gov.uk](http://www.ico.gov.uk) or by telephone to their helpline 01625 545745.

## Information available from Filkins & Broughton Poggs Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
Who's who on the Council and its Committees	Website/Hard Copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	As above
Location of main Council office and accessibility details	Website/Hard Copy	As above
Staffing structure	Hard Copy	10p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>Hard Copy</p>	<p>10p per A4 sheet</p>
Annual return form and report by auditor	Hard Copy	10p per A4 sheet

Finalised budget	Hard Copy	10p per A4 sheet
Precept	Hard Copy	As above
Borrowing Approval letter	Hard Copy	As above
Financial Standing Orders and Regulations	Website Hard Copy	Free As above
Grants given and received	Hard Copy	As above
List of current contracts awarded and value of contract	Hard Copy	As above
Members' allowances and expenses	Hard Copy	As above
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 sheet
Parish Plan (current and previous year as a minimum)	Hard Copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per A4 sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard Copy	10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per A4 sheet

Agendas of meetings (as above)	Website/Hard Copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	As above
Responses to planning applications	Hard Copy	As above
Bye-laws	Hard Copy	As above
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy	10p per A4 sheet
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	Hard Copy	10p per A4 sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</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>	Hard Copy	10p per A4 sheet
Information security policy	Hard Copy	As above
Records management policies (records retention, destruction and archive)	Hard Copy	As above
Data protection policies	Hard Copy	As above
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per A4 sheet
<b>Class 6 – Lists and Registers</b>	Hard Copy	10p per A4 sheet
Currently maintained lists and registers only	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 provisions will suffice)	Hard Copy	10p per A4 sheet
Assets Register	Hard Copy	10p per A4 sheet
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)	Inspection only	

Register of members' interests	Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard Copy  some information may only be available by inspection	10p per A4 sheet
Allotments	Hard Copy	As above
<del>Burial grounds and closed churchyards</del>	Hard Copy	
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Hard Copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard Copy	As above
Bus shelters	Hard Copy	As above
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	As above
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy	As above

## Contact details:

Website address: [www.filkins.org.uk](http://www.filkins.org.uk)

Hard Copy requests:

Mrs Christine Hoad, Parish Clerk

Wynwood

Filkins

Lechlade

Glos GL7 3JG

Tel: 01367 860388 E Mail: [crishoad@aol.com](mailto:crishoad@aol.com)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Any additional cost may be made if the costs to the Parish Council are unreasonable	

