

Normandy Parish Council

Serving Our Community through working in Partnership

FREEDOM OF INFORMATION POLICY

FREEDOM OF INFORMATION

1. Introduction

- 1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.
- 1.2 The council will comply with the requirements of the act, and in particular will:
- Make as much information as possible available via the publication scheme
 - Respond to requests for information as quickly as possible, but within 20 working days from receipt of the request, or as otherwise prescribed in the Section 10 of the Freedom of Information Act 2000 as the statutory timescale
 - Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
 - Apply exemptions appropriately and consistently
 - Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

- 2.1 A large amount of information is freely available on the council's website, which can be found at www.normandyparishcouncil.gov.uk
- 2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.
- 2.3 The preferred method for requesting information from the council is in writing via email, to ensure the request is clearly understood. Requests should be made to:
Email: clerk@normandyparishcouncil.gov.uk
- 2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

- 3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.
- 3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

- 3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner’s Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner’s Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113

4. Charges

- 4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 4.2 Information which is published and accessed on the council’s website is provided free of charge.
- 4.3 Charges will be made for actual disbursements incurred as detailed below:

| DESCRIPTION | BASIS OF CHARGE |
|--|--|
| Photocopying @ 10p per A4 sheet (black & white only) | Actual cost incurred |
| Photocopying @ 12p per A3 sheet (black & white only) | Actual cost incurred |
| Postage | Actual cost of Royal Mail standard 2 nd class postage |

Information available from NORMANDY 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) | | |
| Who's who on the council and its committees | Hard copy Website | Disbursement cost |
| Contact details for the Clerk and council members | Hard copy Website | Disbursement cost |
| Location of main council office and accessibility details | Hard copy Website | Disbursement cost |
| Staffing structure | Hard copy Website | Disbursement cost |
| 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) | | |
| Full accounts and audit report | Hard copy Website | Disbursement cost |
| Finalised budget | Hard copy Website | Disbursement cost |
| Precept | Hard copy Website | Disbursement cost |
| Borrowing Approval letter | Hard copy Website | Disbursement cost |
| Financial Standing Orders and Regulations | Hard copy Website | Disbursement cost |
| Grants given and received | Hard copy Website | Disbursement cost |
| List of current contracts awarded and value of contract | Hard copy Website | Disbursement cost |
| Members' allowances and expenses | Hard copy Website | Disbursement cost |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Business Plan / Vision Document | Hard copy Website | Disbursement cost |
| Annual report to Parish Assembly | Hard copy Website | Disbursement cost |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |

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| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy Web site | Disbursement cost |
| Agendas of meetings (as above) | Hard copy Web site | Disbursement cost |
| Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Disbursement cost |
| Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Disbursement cost |
| Responses to consultation papers | Hard copy Web site | Disbursement cost |
| Responses to planning applications | Hard copy Web site | Disbursement cost |
| Bye-laws | Hard copy | Disbursement cost |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| <u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy Web site | Disbursement cost |
| <u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement 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) | Hard copy Web site | Disbursement cost |
| Record management policies (records retention, destruction and archive) | Hard copy Web site | Disbursement cost |
| Schedule of charges (for the publication of information) | Hard copy Web site | Disbursement cost |
| Class 6 – Lists and Registers (Currently maintained lists and registers) | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy – some information may be available for inspection only | Disbursement cost |
| Asset Register | Hard copy Web site | Disbursement cost |
| Register of Members' interests | Hard copy Web site | Disbursement cost |
| Register of gifts and hospitality | Hard copy Web site | Disbursement cost |
| Class 7 – The services we offer (where applicable) | | |

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| (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments | Available for inspection | Free of charge |
| Burial grounds and closed churchyards | Available for inspection | Free of charge |
| Community centres and village halls | Hard copy booking form | Free of charge |
| Parks, playing fields and recreational facilities | Hard copy booking form | Free of charge |
| Seating, litter bins, clocks, memorials and lighting | Available for inspection | Free of charge |
| Bus shelters | Available for inspection | Free of charge |
| Newsletters | Delivered to all properties in the parish | Free of charge |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees) | Hard copy Web site | Disbursement cost |