

## FREEDOM OF INFORMATION POLICY

### Introduction

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.

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

### How to make a request

A large amount of information is freely available on the council's website, which can be found at [www.normandyparishcouncil.gov.uk](http://www.normandyparishcouncil.gov.uk)

If you are unable to find the information you are looking for, you can request the information directly from the council.

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](mailto:clerk@normandyparishcouncil.gov.uk)

The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

### Complaints

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.

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.

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](http://www.ico.org.uk)

Telephone: 0303 123 1113

### **Charges**

Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

Information which is published and accessed on the council's website is provided free of charge.

Charges will be made for actual disbursements incurred as detailed below:

<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
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 <sup>nd</sup> class postage

**Information available from NORMANDY PARISH COUNCIL under  
THE FREEDOM OF INFORMATION ACT 2000**

The Parish Council was required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Normandy Parish Council has adopted the [Information Commissioner’s Office Model Publication Scheme](#). This scheme includes some core information and some optional information. The table below details information that Normandy Parish Council can provide in order to meet its commitments under the publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council’s minutes.

Please note that the Council’s information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act 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 information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

**Full details from the Information Commissioner’s Office can be found on the following website:  
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (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

<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)		
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	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy	Disbursement cost
List of current contracts awarded and value of contract	Hard copy	Disbursement cost
Members' allowances and expenses	Hard copy for expenses Not applicable for allowances	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (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
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
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	Disbursement cost
Responses to consultation papers	Hard copy	Disbursement cost
Responses to planning applications	Hard copy GBC Web site	Disbursement cost

Bye-laws	Hard copy	Disbursement cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of council business:</b> 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
<b>Policies and procedures about the employment of staff</b> (Including but not limited to): 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
<b>Class 6 – Lists and Registers</b> (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	Not applicable	Disbursement cost
<b>Class 7 – The services we offer (where applicable)</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge

Parks, playing fields and recreational facilities	Available for inspection	Free of charge
Seating, litter bins, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Website Hardcopies available at 20 locations in the parish	Free of charge