

INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at <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 January 2009. The table below provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council 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 email 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 it takes longer to get the 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, for example, by email or paper copy.

What happens once my request has been received?

Any request for information will be treated as a formal request for information and the Parish Council suggests that emails or letters are clearly marked as freedom of information requests to avoid any 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 a reasonable time.'

What if the information is refused

The Parish Council is committed to openness and accountability and already makes large amounts of information available to the public, through the website. 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 has been dealt with according to the Act, for example, you believe there has been 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 (for example 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 or by telephone to their helpline 01625 545745.

Information available from Warkton Parish Council under the Freedom of information Act

Based on ICO - NEW MODEL PUBLICATION SCHEME 2014

Agreed at Annual meeting May 2016

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Who's who on the Council</p>	<p>Hard copy/email from the Clerk and/or website/Village Notice Board</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy/email from the Clerk and/or website/Village Notice board</p>	<p>Free</p>
<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>		

Annual return form and report by auditor	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
Finalised budget	Hard copy/email from the Clerk	10p per sheet if hard copy
Precept	Hard copy from Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
Grants given and received	Hard copy/email from the Clerk	10p per sheet if hard copy
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet
Members' allowances and expenses	Hard copy/email from the Clerk	10p per sheet if hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		
Timetable of meetings (Council, any committee/sub-	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
Agendas of meetings (as above)	Hard copy/email from the Clerk and/or website Current- Village Notice board	10p per sheet if hard copy

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from the Clerk	10p per sheet if hard copy
Responses to consultation papers	Hard copy/email from the Clerk	10p per sheet if hard copy
Responses to planning applications	Hard copy/email from the Clerk	10p per sheet if hard copy
Bye-laws	Hard copy/email from the Clerk	10p per sheet if hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements Financial regulations	Hard copy/email from the Clerk and/or website	10p per sheet if hard copy
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Vulnerable adults Risk Assessment Health and safety policy	Hard copy/email from the Clerk	10p per sheet if hard copy

Class 6 – Lists and Registers		
Assets Register	Hard copy/email from the Clerk	10p per sheet if 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)	N/A	
Register of members' interests	Hard copy/email from the Clerk	10p per sheet if hard copy
Register of gifts and hospitality if applicable	Hard copy/email from the Clerk	10p per sheet if hard copy
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/email from the Clerk and/or website	10p per sheet if hard copy
Allotments	N/A	10p per sheet if hard copy
Burial grounds and closed churchyards	N/A	10p per sheet if hard copy
Community centres and village halls	N/A	10p per sheet if hard copy
Parks, playing fields and recreational facilities	N/A	10p per sheet if hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy/email from the Clerk	10p per sheet if hard copy
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

Contact details:

Claire Tilley 59 Carter Avenue, Broughton, Kettering, Northants NN14 1LY 01536 791893 clerktopcs@gmail.com graftonunderwood.wordpress.com

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority