

Creech St Michael Parish Council

A Parish to be *Proud* of

Creech St Michael Parish Council

Policy Title	Freedom of Information Policy
Applies to	All councillors, employees, volunteers.
Date Created	22 August 2022
Date Approved by Council	05 September 2022
Minute Reference	17
Author	Clerk & RFO
Review Cycle	12 months
Review Dates	

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1.0 Introduction

Under the Freedom of Information Act 2000 (FOIA), Creech St Michael Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for access to such information.

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the general public, without the need for a specific request to be made.

Other information is available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk and Responsible Financial Officer, Creech St Michael Parish Council

1 Impens Cottages, North Newton, Somerset TA7 0BB

Email: clerk@creechstmichael.net

2.0 Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at www.creechstmichael.net

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested and sent via post.

3.0 Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called

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exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk/

4.0 Data Protection

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@creechstmichael.net

5.0 Charges

The Council's Fees and Charges are stated at the end of the Publication Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450.00, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies or printed pages.

6.0 Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

7.0 Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was approved on xxxxxx and will be amended periodically as necessary. The Scheme will be reviewed annually.

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Appendix 1

Creech St Michael Parish Council Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
This will be current information only.	
Who's who on the Council and its Committees	Hard copy from the Clerk and website
Contact details for Parish Clerk and Council members	Hard copy from the Clerk, noticeboards and website
Location of main Council office and accessibility details	Hard copy from the Clerk and website
Staffing structure	Hard copy from the Clerk and website
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)	
Annual return form and report by auditor	Hard copy from the Clerk
Finalised budget	Hard copy from the Clerk

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Precept	Hard copy from the Clerk
Financial Standing Orders and Regulations	Hard copy from the Clerk and website
Grants given and received	Hard copy from the Clerk
List of current contracts awarded and value of contract	Hard copy from the Clerk
Members' allowances and expenses	Hard copy from the Clerk

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Neighbourhood Development Plan (current)	Hard copy from the Clerk and website
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from the Clerk
Local charters drawn up in accordance with DCLG guidelines	Hard copy from the Clerk

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the Clerk, noticeboards and website
Agendas of meetings (as above)	Hard copy from the Clerk, noticeboards and website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk, noticeboards and website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk
Responses to consultation papers	Hard copy from the Clerk

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Responses to planning applications	Hard copy from the Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy from the Clerk and website
Committee and sub-committee terms of reference	Hard copy from the Clerk and website
Delegated authority in respect of officers	Hard copy from the Clerk
Code of Conduct	Hard copy from the Clerk and website
Policy statements	Hard copy from the Clerk and website
Policies and procedures for the provision of services and about the employment of staff:	
Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Hard copy from the Clerk
Health and safety policy	Hard copy from the Clerk
Recruitment policies (including current vacancies)	Hard copy from the Clerk and website

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Policies and procedures for handling requests for information	Hard copy from the Clerk and website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from the Clerk and website
Information security policy	Hard copy from the Clerk
Records management policies (records retention, destruction and archive)	Hard copy from the Clerk
Data protection policies	Hard copy from the Clerk
Schedule of charges (for the publication of information)	Hard copy from the Clerk

Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Assets register	Hard copy from the Clerk
Register of members' interests	Hard copy from the Clerk
Register of gifts and hospitality	Hard copy from the Clerk

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
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Current information only	
Allotments	Hard copy from the Clerk
Burial grounds and closed churchyards	Hard copy from the Clerk
Parks, playing fields and recreational facilities	Hard copy from the Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk
Bus shelters	Hard copy from the Clerk
Agency agreements	Hard copy from the Clerk
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from the Clerk

Contact details:

Parish Council Noticeboard locations:

1. Arundells Way, Crech St Michael (///done.axed.bookcases)
 2. Charlton Road, Crech Heathfield (///hugs.blockage.dwarf),
 3. Centre of Adsborough (///professes.lists.happening),
 4. Thurloxtton (opposite the Maypole Inn) (///crunches.commands.oaks),
 5. White Street, Ham (///dozed.ounce.shepherds).
- Clerk & Responsible Financial Officer

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Clerk & RFO
Creech St Michael Parish Council
1 Impens Cottages
North newton
Somerset
TA7 0BB

clerk@creechstmichael.net

07780 680797

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Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying or printing first 5 pages free of charge, subsequently charges apply as follows.	
	Photocopying or printing @ 25p per side of paper (black & white)	Actual cost*
	Photocopying or printing @ 50p per side of paper (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class, plus envelope or package cost.
	Viewing by Appointment	£25.00 per hour (no part hours)

*The actual cost incurred by the parish council including time and cost of production.