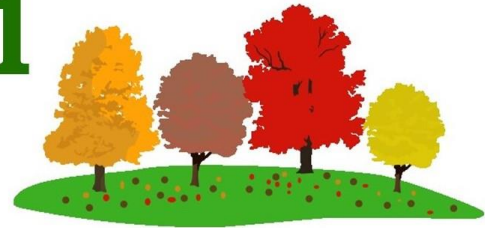


Sunningwell

Parish Council



FREEDOM OF INFORMATION POLICY

Agreed by the Parish Council on 30th May 2024

1 INTRODUCTION

The Freedom of Information Act (FOIA) gives everyone the right to request any recorded information held by a Parish or Town council. There is no requirement to explain why the information is being requested. There are no restrictions on age, nationality or where the person making the request lives. There are, however, a number of exemptions, see below.

The Sunningwell Parish Council (SPC) has adopted the Model Publication Scheme. This scheme will enable members of the public to view and access information held by the Parish Council.

2. OBTAINING INFORMATION HELD BY THE COUNCIL

There are three ways to obtain the information:

- a) The SPC website: The website holds information which the SPC routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the website first.
- b) Inspect Documents held by the Clerk: If you wish to view certain documents, you should contact the Clerk via the facility on the website, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.
- c) Individual Written Request: If the information is not included in the publication scheme or on the website, you may send a written request by email to clerk@sunningwell-pc.gov.uk. Your request must include your name, address for correspondence, and a description of the information you require.

3. SPC'S RESPONSE TO A WRITTEN REQUEST

As per the FOIA, the SPC has 20 working days from receipt of the written request to action the request. The working days do not include weekends, bank holidays, any specific religious celebration days or days deemed by statute to be non-working. Within 20 working days of receipt of your written request the SPC will:

- a) confirm to you whether or not it holds the information;
- b) advise you if a fee will be charged;
- c) gather the information that has been requested.

4. PROVIDING THE INFORMATION

The SPC will provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below). The SPC, unless specifically requested, will seek to provide the information by email.

5. FEES

The FOIA only allows the SPC to charge for answering Freedom of Information requests in the following circumstances:

- a) Disbursement costs such as printing, photocopying and postage;
- b) When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the SPC can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work;

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the SPC can decide to:

- a) refuse the request;
- b) comply with the request and charge for allowable costs as prescribed in the regulations;
- c) comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- a) A fee notice will be sent to the applicant requesting the appropriate fee;
- b) The request will not be answered until the fee has been received;
- c) If the actual cost of completing the request is more than the estimate then the SPC will incur the additional cost;
- d) Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the SPC will charge 10p (black and white) or 20p (colour) per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

6. EXEMPTIONS

Some information may not be provided by the SPC as there are 23 exemptions in the FOIA, for example, personal data about individuals which is protected by the Data Protection Act 2018, or commercially confidential information. Full exemptions are detailed in the FOIA.

7. FURTHER HELP

If you need help in accessing information from the SPC under the FOIA, please contact the Parish Clerk on the following email: clerk@sunningwell-pc.gov.uk. You will also find more detailed guidance on the website of the Information Commissioner at www.ico.org.uk.

8. COMPLAINTS

If you are dissatisfied with the response from the SPC then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you also have the right to lodge a complaint with the Information Commissioner's Office. Further information, including contact details, can be found at www.ico.org.uk.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per copy (black & white)</p> <p>20p per copy (colour)</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per copy (black & white)</p> <p>20p per copy (colour)</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per copy (black & white)</p> <p>20p per copy (colour)</p>
<p>Staffing structure</p>	<p>Hard copy</p>	<p>10p per copy (black & white)</p>

		20p per copy (colour)
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Finalised budget	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Precept	Hard Copy	10p per copy (black & white) 20p per copy (colour)
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Financial Standing Orders and Regulations	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Grants given and received	Hard Copy	10p per copy (black & white) 20p per copy (colour)
List of current contracts awarded and value of contract	Hard Copy	10p per copy (black & white) 20p per copy (colour)

Members' allowances and expenses	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy Parish Notice boards	10p per copy (black & white) 20p per copy (colour)
Agendas of meetings (as above)	Website Hard Copy Parish Notice boards	10p per copy (black & white) 20p per copy (colour)
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy Parish Notice boards	10p per copy (black & white) 20p per copy (colour)
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Responses to consultation papers	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Responses to planning applications	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Bye-laws	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders 	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)

<ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
Policies and procedures for the provision of services and about the employment of staff:		10p per copy (black & white)
<ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services 	Hard Copy	20p per copy (colour)
<ul style="list-style-type: none"> • Equality and diversity policy 	Hard Copy	
<ul style="list-style-type: none"> • Health and safety policy 	Hard Copy	
<ul style="list-style-type: none"> • Recruitment policies and details of current vacancies 	Hard Copy	
<ul style="list-style-type: none"> • Policies and procedures for handling requests for information 	Website Hard Copy	
<ul style="list-style-type: none"> • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hard Copy	
Records management, personal data and access to information policies	Website Hard Copy	10p per copy (black & white)
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		20p per copy (colour)
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p> <p>(hard copy or website; some information may only be available by inspection)</p>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Assets register, including details of public land and building assets	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	
Register of members' interests	On VoWH DC's Website	
Register of gifts and hospitality	Website / hard copy	10p per copy (black & white) 20p per copy (colour)

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

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Parks, playing fields and recreational facilities	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	10p per copy (black & white) 20p per copy (colour)
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
	N/A	

Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)		
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