

# EFFINGHAM PARISH COUNCIL

## STATEMENTS OF GUIDANCE AND POLICY

### 7. Freedom of Information

Effingham Parish Council (EPC) has adopted the Freedom of Information Model Publication Scheme as provided by the Information Commissioner. The purpose of this publication is to show the information that EPC:

- proactively publishes or otherwise make available as a matter of routine information;
- routinely makes available so that it can be easily identified and accessed by members of the public;
- reviews and updates on a regular basis;
- charges for access, and information which is made proactively available.

EPC makes information publicly available unless:

- it does not hold the information;
- the information is exempt under FOI, GDPR or Environmental Information Regulations exemptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website and a direct link is provided to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

#### **Publishing datasets for re-use**

EPC publishes any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable it will be published in an electronic form that is capable of re-use.

If the dataset, or any part of it is a relevant copyright work and EPC is the only owner, EPC will make it available for re-use under the terms of a specified licence.

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website	No
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	No
Location of main Council office and accessibility details	Website	No
<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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	No
Finalised budget	Website	No
Precept	Website	No
Financial Standing Orders and Regulations	Website	No
Grants given and received	By appointment with the Clerk	Yes
List of current contracts awarded and value of contract	By appointment with the Clerk	Yes
Members' expenses	By appointment with the Clerk	Yes

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Neighbourhood Plan	Website	No
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	No
Quality status	Not applicable	n/a
Local charters drawn up in accordance with DCLG guidelines	Not applicable	n/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Parish Noticeboard	No No
Agendas of meetings (as above)	Website Parish Noticeboard	No No
Minutes of meetings (as above) – excludes information that is properly regarded as confidential.	Website  Hardcopy	No  Yes
Reports presented to council meetings – excludes information that is properly regarded as confidential.	Email Hardcopy	No Yes
Responses to consultation papers	Email Hardcopy	No Yes
Responses to planning applications	Website	No

Bye-laws	Hardcopy	Yes
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<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	No
Policies and procedures for the provision of services and about the employment of staff:  Equality policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	No
Information security policy	Website	No
Records management policies (records retention, destruction and archive)	Website	No
Data protection policies	Website	No

Schedule of charges (for the publication of information)	Website Email Hardcopy	No No Yes

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	No
Assets register	By appointment with the Clerk	Yes
Register of members' interests	Website	No
Register of gifts and hospitality – recorded in the Minutes	By appointment with the Clerk	Yes
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	No
Burial ground	Website	No
Seating, salt bins	Website	No
Bus shelters	Website	No
Agency agreements	By appointment with the Clerk	Yes
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	No

<p><b>Class 8 - Parish Council agreements with local organisations</b>          (Information regarding contracts or agreements held between the Parish Council and local groups or organisations)</p> <p>Current information only</p>		
<p>Local groups and organisations</p>	<p>By appointment with the Clerk</p>	<p>Yes</p>
<p><b>Additional Information</b></p>	<p>Website          By appointment with the Clerk</p>	<p>No          Yes</p>

**Contact details:**

Publicity and correspondence in the name of EPC is subject to Freedom of Information (FOI) requests. All FOI requests to the Parish Council should be directed to:  
 The Clerk, Effingham Parish Council,  
 The Parish Room,  
 3 Home Barn Court, The Street, Effingham, Surrey, KT24 5LG.  
 Email – clerk2010@effinghamparishcouncil.gov.uk  
 Telephone – 01372 454911

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

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<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Cost includes charges for toner, paper and Clerk's time
	Photocopying @ 50p per sheet (colour)	Cost includes charges for toner, paper and Clerk's time
	Postage	Actual cost of Royal Mail std 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Clerk's time	In accordance with the relevant legislation (*)

(\*) Fees currently £25 per hour.

- (1) A public authority to whom a request for information is made may, within the period for complying with Section 1(1), may give the applicant a notice in writing (in this Act referred to as a "fees notice") stating that a fee of an amount specified in the notice is to be charged by the authority for complying with Section 1(1).
  - (2) Where a fees notice has been given to the applicant, the public authority is not obliged to comply with Section 1(1) unless the fee is paid within the period of three months beginning with the day on which the fees notice is given to the applicant.
  - (3) Subject to Subsection (5), any fee under this section must be determined by the public authority in accordance with regulations made by the **[F1Secretary of State]**.
  - (4) Regulations under Subsection (3) may, in particular, provide—
    - (a) that no fee is to be payable in prescribed cases,
    - (b) that any fee is not to exceed such maximum as may be specified in, or determined in accordance with, the regulations, and
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(c) that any fee is to be calculated in such manner as may be prescribed by the regulations.

(5) Subsection (3) does not apply where provision is made by or under any enactment as to the fee that may be charged by the public authority for the disclosure of the information.

Section 1.1 states:

(1) Any person making a request for information to a public authority is entitled—

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him.

Adopted by Effingham Parish Council at its meeting on 30.10.2018

Minute 336/18

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