

SOCKBRIDGE & TIRRIL PARISH COUNCIL

FREEDOM OF INFORMATION PROCEDURE

Adopted by Full Council May 2017
Reviewed: May 2024



Introduction

This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

- i. Inspect Documents held by the Clerk - If you wish to view certain documents, you should contact the Clerk, either by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.
- ii. Individual Written Request - If the information is not included in the publication scheme outlined below you may send a written request to The Parish Clerk, Sockbridge & Tirril Parish Council, 2 Folly Brow, Armathwaite, Carlisle, CA4 9SN. Your request must include your name, address for correspondence, and a description of the information you require.
- iii. Visit the Parish Council Website <http://www.sockbridgeandtirril.co.uk/parish-council.html>

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- i. confirm to you whether or not it holds the information
- ii. advise you if a fee will be charged
- iii. provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

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

1. Disbursement costs such as printing, photocopying and postage; and

2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £25 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 £25), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- 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 fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- 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 Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

For further information and clarification, please see The Guide to Freedom of Information, available from the Information Commissioner's Office website.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

SOCKBRIDGE & TIRRIL PARISH COUNCIL FREEDOM OF INFORMATION ACT 2008 PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - 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	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Contact details for Town Clerk and Council members: (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Staffing structure	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

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 – contact Clerk	10p/sheet
Finalised budget	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Inspection – contact Clerk	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Priorities (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Library, Parish Centre & Town Hall Noticeboard Email Hard copy – contact Clerk	Free Free Free 10p/sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Email Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Not applicable	

Information to be published	How the information can be obtained	Cost
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 & Financial Regulations Committee and sub-committee terms of reference Code of Conduct	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Website Hard copy – contact Clerk	Free Website 10p/sheet
Information security policy	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Inspection only – contact Clerk	
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)	Inspection only – contact Clerk	
Register of members' interests	Website	
Register of gifts and hospitality	Inspection only – contact Clerk	

Information to be published	How the information can be obtained	Cost
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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information: Information that is not itemised in the lists above: None		

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
	Postage	Actual cost of Royal Mail 2 nd class

Sockbridge & Tirril Parish Council, 2 Folly Brow, Armathwaite, Carlisle, CA4 9SN Tel: 07522 939 696, Email: sockbridgeandtirril@outlook.com