



## FISHBOURNE PARISH COUNCIL

### **POLICY AND PROCEDURES FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

This Policy & Procedures were adopted by the Council at its Meeting held on 16 May 2017  
Reviewed 21 May 2019 Min Ref 19/67.2

Signed *Geoff Hand* Chair

#### **Freedom of Information**

Fishbourne Parish Council (FPC) 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 FPC:

- 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.

FPC makes information publicly available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions, or Environmental Information Regulations exceptions, 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- the information is archived, out of date or otherwise inaccessible; or,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**

FPC 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 FPC is the only owner, FPC will make it available for re-use under the terms of a specified licence.

<b>Information to be published</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	Website Village Voice Noticeboards	Yes No No
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Voice Noticeboards	Yes No Yes
Location of main Council office and accessibility details	Website Village Voice Noticeboards	Yes Yes Yes
Staffing structure	Website Village Voice Noticeboards	Yes No 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	Yes
Finalised budget	Website	Yes
Precept	Clerk by appt	Yes
Borrowing Approval letter	Clerk by appt	Yes
Financial Standing Orders and Regulations	Website	Yes
Grants given and received	Website	Yes
List of current contracts awarded and value of contract	Website	Yes
Members' allowances and expenses	Clerk by appt	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 2014-2029	Website Hard copy	Yes Yes
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Yes Yes
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	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 parish meetings)	Website Noticeboards	Yes Yes
Agendas of meetings (as above)	Website Noticeboards	Yes Yes
Minutes of meetings (as above) – excludes information that is properly regarded as confidential.	Website Email Hard copy	Yes Yes Yes
Reports presented to council meetings – excludes information that is properly regarded as confidential.	Email Hard copy	Yes Yes
Responses to consultation papers	Email	Yes

	Hard copy	Yes
Responses to planning applications	Email Hard copy	Yes Yes
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Email Hardcopy	Yes Yes Yes
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 policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Hardcopy Website	Yes Yes Yes
Information security policy	Website	Yes
Records management policies (records retention, destruction and archive)	Email Hard Copy Website	Yes Yes Yes
Data protection policies	Email Hard Copy Website	Yes Yes Yes
Schedule of charges (for the publication of information)	Email Hard copy Website	Yes Yes Yes
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	n/a	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Website	Yes
Register of members' interests	Clerk by appt.	Yes
Register of gifts and hospitality – recorded in the Minutes	Clerk by appt.	No
<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	No	
Burial ground	No	

Seating, salt bins	Clerk by appt.	Yes
Bus shelters	Clerk by appt.	Yes
Agency agreements	No	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	No	
<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) Current information only	No	

#### Contact details:

Publicity and correspondence in the name of FPC is subject to Freedom of Information (FOI) requests.

All FOI requests to the Parish Council should be directed to:

**Mrs Lucy Wright (Clerk/RFO), Fishbourne Parish Council Office, The Fishbourne Centre, Blackboy Lane, Fishbourne, Chichester, PO18 8BE**

**Email: parishclerk@fishbourne-pc.gov.uk**

#### SCHEDULE OF CHARGES

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

#### TYPE AND BASIS OF CHARGE

**Disbursement cost** 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 2nd class

**Statutory Fee** In accordance with the relevant legislation (\*)

#### Fees.\*

(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 Secretary 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

(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.