



Skelsmergh and Scalthwaiterigg Parish Council

FREEDOM of INFORMATION POLICY

Adopted by the Council on 26.07.2022
Revision date July 2024, or sooner if legislation requires this.

Introduction

Under the Freedom of Information Act 2000 (FOIA), Skelsmergh & Scalthwaiterigg 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 such information

The Council has adopted the ICO 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 public, without the need for a specific request to be made.

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:

[http://www.skelscalpc.org.uk/?Policy %26amp%3B Governance](http://www.skelscalpc.org.uk/?Policy%26amp%3B%20Governance)

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 by email.

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 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/

Data Protection

You have the right to request access to the information we have on you. You can do this by contacting

our Clerk, via the email address: clerk@skelscalpc.org.uk.

Charges

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

If administration costs exceed £450, 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.

Management of the Council's Publication Scheme

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

Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was approved on 26.07.2022 and will be amended periodically as necessary. The Scheme will be reviewed annually.

Appendix 1

Information available from Skelsmergh & Scalthwaiterigg Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Cost: Information published on the PC website and sent by email attachments is free; Paper copies are charged at 20p per A4 printed, plus postage costs	
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website Hard copy
Contact details for Parish Clerk and Council members	Website Hard copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Email Hard copy
Finalised budget	Email Hard copy
Precept	Email Hard copy
Financial Standing Orders and Regulations	Website Hard copy
Grants given and received	Email Hard copy
List of current contracts awarded and value of contract	Email Hard copy
Members' allowances and expenses	Email Hard copy
Class 3 – What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum)	Website
Chairman Annual Report to Parish or Community Meeting	Website Hard copy
Quality status	N/A
Class 4 – How we make decisions	
Timetable of meetings	Website Hard copy
Agendas of meetings	Website Hard copy
Minutes of meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Website Hard copy
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Email Hard copy
Responses to consultation papers	Email Hard copy
Class 5 – Our policies and procedures	

Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Committee and sub-committee terms of reference, <i>as relevant</i> Code of Conduct	Website Hard copy
Policies and procedures for the provision of services and about the employment of staff	Website Hard copy
Schedule of charges (for the publication of information)	Email Hard copy
Class 6 – Lists and Registers	
Assets register	Email Hard copy
Register of members’ interests	SLDC website Hard copy
Register of gifts and hospitality	Email Hard copy
Class 7 – The services we offer	
Parks, playing fields and recreational facilities	Not applicable
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	