

Freedom of Information Policy

1. OBTAINING INFORMATION AND INFORMATION HELD

There are three ways to obtain the information:

1.1. Web site

The web site holds the type of information which the Parish Meeting 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 web site first.

1.2. Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

1.3. Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to:

**The Parish Clerk, Springthorpe Parish Meeting,
chair-spm@outlook.com**

Your request must include your name, address for correspondence, and a description of the information you require.

2. Parish Meeting's Response to a Written Request

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

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

3. FEES

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

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Parish Meeting 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 £25), the Parish Meeting 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 Parish Meeting 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 Parish Meeting 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.

4. EXEMPTIONS

Some information may not be provided by the Parish Meeting 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.

5. FURTHER HELP

If you need help in accessing information from the Parish Meeting 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.

6. 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's Office by telephone on 0303 123 1113 or via the internet at www.ico.org.uk.

7. SCHEME OF INFORMATION AVAILABLE

The following describes the routine documentation and information available:

1. Who we are: Declarations of Office for Chair and Officers of the Parish
2. Expenditure: Annual Return and Records of Income and Expenditure
3. Decision Making: Agendas and Minutes of Parish Meetings
4. Policies and Procedures: Formal Documents covering
 - Standing Orders
 - Code of Conduct
 - Financial Regulation
5. Registers
 - Risk Assessment
 - Asset Register