



# Freedom of Information Act Policy

- reviewed March 2010

## **POLICY**

Great Linford Parish Council [GLPC] will make available upon request any published information it holds, or the applicant will be told how to access the information where the information is already reasonably accessible.

## **PROCEDURES**

All requests for information under the Freedom of Information Act 2000 ["the Act"] will be dealt with the Parish Manager [PM]. The PM will first determine if a request for information might be subject to an absolute or qualified exemption.

Provided the information is not subject to an exemption, the applicant will be told how to access the information, where the information is already reasonably accessible, or it will be provided to the applicant by the PM within 20 working days of the request being received. Charges for copying are as per the schedule

If the PM believes that a request is subject to an exemption, the request will be referred for consideration to next meeting of GLPC, who will decide whether the exemption should apply or, in the case of a qualified exemption, the information should be disclosed. The applicant will be informed that a referral to GLPC has been made

## **DEFINITIONS**

### **1. Absolute exemptions**

- Information will not be disclosed by GLPC and the following absolute exemptions under "the Act" will be made by GLPC if the information requested: -
- Forms part of a court record.
- Has been provided in confidence.
- Such disclosure would be prohibited by law.
- It is incompatible with any European Community obligation.

- If the request is for personal information held by GLPC about the applicant or a third-party. In this case the request will be processed as a request made under the Data Protection Act 1998.
- Relates to the personal lives of Councillors.
- Relates to the personal lives of employees of GLPC including home addresses, disciplinary matters and actual salary.

## **2. Qualified exemptions**

- If the information requested is subject to one of the qualified exemptions under the “the Act”,
- GLPC will determine if it would best serve the public interest to disclose or withhold the information. Qualified exemptions would include: -
  - i. Health and Safety issues which might directly affect an individual’s safety, physical or mental health.
  - ii. Legal professional privilege.
  - iii. Information prejudicial to a trade secret or the commercial interest of any party.
  - iv. Any other qualified exemption within the “the Act”.

## **CONSULTATION WITH THIRD PARTIES**

1. Where information has been supplied to GLPC by Contractors or third parties [the parties] GLPC will consult with the parties who will be asked for their views on disclosure where: -
  - a. There may be doubt about a likely breach of confidence, which may be subject to litigation by the parties.
  - b. Where a potential breach of confidentiality may occur between GLPC and the parties if the information were to be released.
  - c. Where the information may be prejudicial to a trade secret or the commercial interest of the parties.

## **COMPLAINTS PROCEDURE**

If an applicant is dissatisfied with manner in which a decision has been handled or made by the PM, to a request for information under “the Act”, a complaint can be made to GLPC who will respond within 28 working days of the complaint being received.

This Freedom of Information Policy was adopted by GLPC on 17th May 2005 and reviewed on 16<sup>th</sup> March 2010

Chair Cecil Macaulay

## Information available from Great Linford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
<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 / hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy	
Location of main Council office and accessibility details	Website / hard copy	
Staffing structure	Website / hard copy	
<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	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Being formulated	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

### Great Linford Parish Council

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions) Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / hard copy	
Agendas of meetings (as above)	Website / hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
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	Hard copy Hard copy Not applicable Hard copy Hard copy	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy		

**Great Linford Parish Council**

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)	Website /Hard copy	
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	<i>hard copy or website; some information may only be available by inspection)</i>	
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	Hard copy	
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)	Not applicable	
Register of members' interests	Held by principle authority	
Register of gifts and hospitality	Held by principle authority	
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	Hard copy	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	

**Great Linford Parish Council**

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

**Contact details:**

**Parish Manager, Great Linford Parish Council, Neath Hill Local, MK14 6JY 01908 606613**

**parish.manager@great-linford.gov.uk**

**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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail large 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the FOI 2000
<b>Other</b>		

**Great Linford Parish Council**