

# **BROXTED PARISH COUNCIL**

## **Freedom of Information Publication Scheme**

	<b>Date</b>
<b>Adopted:</b>	October 2021
<b>Next Review:</b>	October 2022
<b>Reviewed:</b>	

## Contents

Introduction .....	3
Classes of Information .....	4
The method by which information published under this scheme will be made available .....	4
Charges which may be made for Information published under this scheme .....	5
Exemptions .....	5
Environmental Information regulations.....	5
Further Help .....	7
Complaints .....	7
Review .....	7

## Introduction

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic format that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

### Parish Council web site

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information may already be included in the publication.

### Written Requests

For documents not available on the website, the Clerk should be contacted either via the facility on the web site, email, by telephone or in writing. Written requests should be made to:

The Parish Clerk, 6 The Maltings, Broxted, Dunmow. CM6 2EJ

Your request must include your name, address for correspondence, and a description of the information you require. The Council will respond within 20 working days of receipt of your written request and

- 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).

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

The Act only allows the Council to charge for answering Freedom of Information requests when estimated staff costs involved in locating and or compiling the information exceeds £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work. In the unlikely event that this happens, the Council will work with the enquirer to find a way of getting the cost down to an acceptable level by refining the request.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

The following charges will apply for photocopying:

A4 copies

2p per page

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Exemptions**

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018, or commercially confidential information.

## **Environmental Information regulations.**

The Environmental Information Regulations make provision for the public to have access to information about environmental effects and plans for environmental usage. The rules

concerning disclosure are similar to those of the Freedom of Information Act, but there are less exemptions, and a greater emphasis on making the information accessible.

## **Further Help**

Contact the Parish Clerk (address as before) for further assistance accessing information from the Council under the Freedom of Information Act. Detailed guidance can be found on the website of the Information Commissioner.

## **Complaints**

Complaints about the Council's response to a request can be made in writing to the Clerk at the address above. Should this not provide a satisfactory response, the complaint may be directed to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 01625 545700

Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

## **Review**

This Policy and these Procedures will be regularly monitored and reviewed in accordance with legislation, following any issues or concerns and at least every two years.

## Classes of Information

<b>Who we are and what we do</b> (Organisation information, structures, locations and contacts).		
<b>Information</b>	<b>Format</b>	<b>Charge</b>
<b>Who's who on the Council and its Committees</b>	Hard Copy	A4 – 2p per sheet
<b>Contact details for the Parish Clerk and Council members (with telephone numbers and email addresses)</b>	Website	Free
	Hard Copy	A4 – 2p per sheet
<b>Staffing structure</b>	Hard Copy	Free
<b>Standing Orders</b>	Website	Free
	Hard Copy	A4 – 2p per sheet



## What we spend and how we spend it

(Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit).

Information	Format	Charge
Annual Governance and Accountability Return (AGAR) and report from the external auditor	Website	Free
	Hard Copy	A4 – 2p per sheet
Report from the internal auditor	Website	Free
	Hard Copy	A4 – 2p per sheet
Finalised budgets	Hard Copy	A4 – 2p per sheet
Precept information	Hard Copy	A4 – 2p per sheet
Financial Regulations	Hard Copy	A4 – 2p per sheet
Grants given and received	Hard Copy	A4 – 2p per sheet
List of current contracts awarded and value of contract	Hard Copy	A4 – 2p per sheet
Members' allowances and expenses	Hard Copy	Free

**What our priorities are and how we are doing**  
**(Strategies and plans, performance indicators, audits, inspections and reviews)**

<b>Information</b>	<b>Format</b>	<b>Charge</b>
<b>Plans</b>	Hard Copy	A4 – 2p per sheet
<b>Assessments</b>	Hard Copy	A4 – 2p per sheet
<b>Inspections</b>	Hard Copy	A4 – 2p per sheet
<b>Annual Report to Annual Parish meeting</b>	Website	Free
	Hard Copy	A4 – 2p per sheet

## How we make decisions

(Decision making processes and records of decisions)

Information	Format	Charge
Timetable of meetings (Council, any committees/sub-committee meetings and parish meetings)	Website	Free
	Hard Copy	A4 – 2p per sheet
Agendas for meetings (Council, any committees/sub-committee meetings and parish meetings)	Website	Free
	Hard Copy	A4 – 2p per sheet
Minutes for Council and Committee meetings	Website	Free
	Hard Copy	A4 – 2p per sheet
Reports presented to Council meetings <i>(note: this will exclude information that is properly regarded as private to the meeting)</i>	Website	Free
	Hard Copy	A4 – 2p per sheet
Responses to consultation papers	Hard Copy	A4 – 2p per sheet
Responses to planning applications	Website of planning authority	Free
	Hard Copy	A4 – 2p per sheet

## Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	Format	Charge
<b>Policies and procedures for the conduct of council business:</b> <ul style="list-style-type: none"> <li>- Procedural Standing Orders</li> <li>- Committee and Sub-Committee terms of reference</li> <li>- Delegated authority in respect of the clerk</li> <li>- Code of Conduct</li> </ul>	Website  Hard Copy	Free  A4 – 2p per sheet
<b>Policies and procedures for the provision of services and about the employment of staff:</b> <ul style="list-style-type: none"> <li>- Internal policies relating to the delivery of services</li> <li>- Equality and Diversity policies</li> <li>- Health and Safety policy</li> <li>- Recruitment policies (including current vacancies)</li> <li>- Policies and procedures for handling requests for information</li> <li>- Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copy	Free
Information security and data protection policy	Website  Hard Copy	Free  A4 – 2p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy	Free

<b>Schedule of charges (for publication of information)</b>	Website	Free
	Hard Copy	A4 – 2p per sheet

**Lists and Registers**  
(Currently maintained lists and registers only)

<b>Information</b>	<b>Format</b>	<b>Charge</b>
<b>Assets Register</b>	Website	Free
	Hard Copy	A4 – 2p per sheet
<b>Register of members' interests</b>	Website of principal authority, Uttlesford District Council	Free
	Hard Copy	A4 – 2p per sheet
<b>Register of gifts and hospitality</b>	Website	Free
	Hard Copy	Free

## The Services we Offer

(Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses)

Information	Format	Charge
Buildings	Website	Free
	Hard Copy	A4 – 2p per sheet
Seating, litter bins, bus shelters and memorials	Website	Free
	Hard Copy	A4 – 2p per sheet