

Freedom of Information

Document Control

Organisation	Clophill Parish Council
Title	Freedom of Information Policy
Version	1.02
Creator	James Stirling - Clerk
Adopted	February 2016
Last review Date	May 2026
Owner	Clerk
Next Review date	May 2028

Note – Review date is indicative and will depend on changes in Legislation or best practice

Freedom of Information Act – Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits Clophill Parish Council (the Council) 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 Council.

This scheme commits Clophill Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council 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 fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

W= Website –normally this is the Council website. In some cases specific documents with “CBC” after them will held on the higher Authorities website.

Classes of information	Format
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	
• Councillors details • Staffing Structure • Location • Contact details	W W W W
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and Expenditure, tendering, procurement and contracts (often part of the Minutes)	
• Annual return form • Auditors report • Budget and Precept demand • Councillors allowances and expenses • Grants made • Financial Regulations	W W W W W W
Class 3 What are priorities are and how we are doing	

Strategy and performance information, plans, assessments, inspections and reviews.	
• Annual Reports • Responses to consultation papers • Quality status • Local charters	W W N/A N/A
Class 4 - How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.	
• Timetable of meetings • Agendas and minutes of all council meetings open to the public (excluding information that is properly regarded as private to the meeting) • Reports presented to the Council when open to the public (as part of minutes) • Responses to planning applications (as part of minutes) • Record of the Annual Parish Meeting (where available)	W W W W W
Class 5 - Our policies and procedures Current written protocols for delivering our functions and responsibilities	
• Standing Orders • Health and Safety Statement • Equal Opportunities • Complaints Procedure • Risk Assessment	W W W W W
Class 6 - Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the Parish Council	
• Assets Register • Register of Councillors Interests (CBC) • Register for gifts and hospitality (CBC)	W W W
Class 7 - The services we offer Information about the services we offer advice and guidance, leaflets and newsletters. This information will be held on the website in the minutes or asset register.	
• Play Areas • Street furniture (seats, litter/dog bins, notice boards, village signs, etc) • Street lighting (maintenance and supply) • Grass Cutting (grass verges, playing field, Village Green etc)	W W W W

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 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 a similar reason.

Methods by which information published under this scheme will be made available:

Where possible information will be published on our website (W).
Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies can be requested (chargeable), or an appointment made to view the requested information at a mutually convenient time and location within a reasonable timescale.
Hard copies of most materials are likely to be archived at Bedford Borough Archives and arrangements to view this material can be made directly with them.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council 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 Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

Photocopying or Printing	10p per A4 sheet
Postage and packaging	2 nd Class post
Costs directly incurred as a result of viewing information.	Hour basis at £25 per hour
Other media forms	At cost

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.

Where it would exceed the appropriate limit to comply with a request, we may charge the requestor for complying with a request. We can charge for:

- the costs which may be taken into account in calculating whether the appropriate limit is exceeded; and
- the communication costs (including the costs of communicating whether or not the information is held even if it is not to be provided); and
- staff time spent on communicating the information

Written request

Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Applications for information not available on our web site should be made in writing to our Clerk.