

Ennerdale & Kinniside Parish Council

Freedom of Information policy

Adopted by the Council on (date). Minute (minute).

Introduction

This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

- Inspect Documents held by the Clerk

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

- Individual Written Request

If the information is not included in the publication scheme outlined below you may send a written request to

The Parish Clerk, 54 Gosforth Road, Seascale CA20 1PJ, or email clerk@eandkpc.co.uk

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

- Visit the Parish Council Website www.eandkpc.co.uk

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council 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).

Fees

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

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £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.

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 £20), the Council 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 Council 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 Council will charge 20p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council 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.

Further Help

If you need help in accessing information from the Council 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.

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 at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

| Information to be published | How the information can be obtained | Cost |
|---|--|-----------------------|
| Class1 - Who we are and what we do | | |
| Who's who on the Council and its Committees | Email Hard copy | Free 20p per sheet |
| Contact details for Parish Clerk and Council members | Email Hard copy | Free 20p per sheet |
| Class 2 – What we spend and how we spend it | | |
| Annual return form and report by auditor | Email Hard copy | Free 20p per sheet |
| Finalised budget | Email Hard copy | Free 20p per sheet |
| Precept | Email Hard copy | Free 20p per sheet |
| Financial Standing Orders and Regulations | Email Hard copy | Free 20p per sheet |
| Grants given and received | Email Hard copy | Free 20p per sheet |
| List of current contracts awarded and value of contract | Email Hard copy | Free 20p per sheet |
| Members' allowances and expenses | Email Hard copy | Free 20p per sheet |
| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan (current and previous year as a minimum) | N/A | N/A |
| Chairman Annual Report to Parish or Community Meeting | Email Hard copy | Free 20p per sheet |
| Quality status | N/A | N/A |

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| Class 4 – How we make decisions | | |
| Timetable of meetings | Email Hard copy | Free 20p per sheet |
| Agendas of meetings (as above) | Email Hard copy | Free 20p per sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Email Hard copy | Free 20p per sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Email Hard copy | Free 20p per sheet |
| Responses to consultation papers | Email Hard copy | Free 20p per sheet |
| Responses to planning applications | Email Hard copy | Free 20p per sheet |
| Class 5 – Our policies and procedures | | |
| Policies and procedures for the conduct of council business: | Email Hard copy | Free 20p per sheet |
| Procedural standing orders | | |
| Financial Regulations | | |
| Committee and sub-committee terms of reference | | |
| Code of Conduct | | |
| Policies and procedures for the provision of services and about the employment of staff: | Email Hard copy | Free 20p per sheet |
| Schedule of charges (for the publication of information) | Email Hard copy | Free 20p per sheet |

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| Class 6 – Lists and Registers | | |
| Assets register | Email Hard copy | Free 20p per sheet |
| Register of members' interests | Email Hard copy | Free 20p per sheet |
| Register of gifts and hospitality | Email Hard copy | Free 20p per sheet |
| Class 7 – The services we offer | | |
| Parks, playing fields and recreational facilities | | |
| Seating, litter bins, clocks, memorials and lighting | | |

Contact details:

Mrs J Coltman, Clerk to the Parish Council
Email: clerk@eandkpc.co.uk
Telephone: 07977339928

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 |
|--------------------------|--|--|
| Disbursement cost | Photocopying 20p per sheet (black & white) | Estimated actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | As identified in the aforementioned policy | In accordance with the relevant legislation |