

## 4. Format in which information is provided

A hard copy is available on request from the Parish Clerk, or the information will be made available for inspection as described in section 3 of the model scheme. Where available the Parish Council will publish the information online. However, even where this option is available, hard copies will be made available if requested.

## 5. Fees

1. paper copies: minimum charge £5 for up to 5 pages plus 20p per sheet over 5 pages
2. website: free

## 6. Core Classes of Information

**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance. (Current information only)

* Who’s on the Council and it’s committees
* Contact details of the Parish Clerk and Council members (named contacts where possible with telephone number and email address)
* Location of main Council office and accessibility
* Staffing

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Exclusions: 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. (Current and previous year as a minimum)

* Annual return form and report by auditor
* Finalised budget
* Precept
* Financial standing orders and regulations
* Grants given and received
* List of current contracts awarded and value of contract
* Members allowances and expenses

Exclusions: all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews. Current and previous year

* Policy Statements issued by Council
* Responses made by Council to consultation papers
* Parish Plan
* Annual report to Parish or Community meeting

**How we make decisions.**

Decision making processes and record of decisions, internal criteria and procedures, consultations. Current and previous year

* Time table of meetings (Council and sub-committees)
* Agendas of Meetings
* Minutes of meetings
* Reports presented to Council meetings. (nb; this will exclude information that is properly regarded as private to that meeting)
* Responses to consultation papers
* Responses to planning applications
* Bye-laws

**Our policies and procedures.**

Current written protocols and procedures for delivering our functions and responsibilities. Current information only.

* Standing Orders
* Committee terms of reference
* Delegated authority in respect of officers
* Code of conduct
* Policy statements
* Policies and procedures for handling requests for information
* Schedule of charges for accessing information

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority. Current information only.

* Assets register
* Disclosure Log
* Register of members’ interests
* Register of Gifts and hospitality

**The services we offer.**

Information about the services we offer, booklets and leaflets. Current information.

* Allotments
* Community Centres
* Parks, playing fields and recreational facilities
* Bus shelters, seating and litter bins

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.

## 7. Contact

The contact details for the official who will be responsible for maintaining the publication scheme and who should be contacted Monday-Friday, 9am-5pm if any issues arise concerning the organisation’s compliance with the Freedom of Information Act is:

John Willoughby, Parish Clerk

* email: [nlparishclerk@outlook.com](mailto:nlparishclerk@outlook.com)
* phone: 01780 408288

**8. When can we refuse a request under Freedom of Information**

A requester may ask for any information that is held by a public authority. However, this does not mean you are always obliged to provide the information. In some cases, there will be a good reason why you should not make public some or all of the information requested.

You can refuse an entire request under the following circumstances:

* It would cost too much or take too much staff time to deal with the request.
* The request is vexatious.
* The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow you to withhold information from a requester. In some cases, it will allow you to refuse to confirm or deny whether you hold information.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone’s commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

You can automatically withhold information because an exemption applies only if the exemption is ‘absolute’. This may be, for example, information you receive from the security services, which is covered by an absolute exemption. However, most exemptions are not absolute but require you to apply a public interest test. This means you must consider the public interest arguments before deciding whether to disclose the information. So, you may have to disclose information in spite of an exemption, where it is in the public interest to do so.

If you are refusing all or any part of a request, you must send the requester a written refusal notice. You will need to issue a refusal notice if you are either refusing to say whether you hold information at all, or confirming that information is held but refusing to release it.