

## ASBY PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Adopted by Full Council on 22<sup>nd</sup> July 2021

### **Introduction**

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

Obtaining Information and Information held

There are two 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, Asby Parish Council, c/o Goodlie Hill House, Great Asby, Cumbria, CA16 6ET.

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

### **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:

- Disbursement costs such as printing, photocopying and postage; and
- 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 10p 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
<b><u>Class 1 – Who we are and what we do</u></b>		
Who’s who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free

### **Class 2 – What we spend and how we spend**

Annual return form and report by auditor	Website	Free
	Hard Copy	10p per sheet
Budget Monitor	Website	Free
	Hard Copy	10p per sheet
Financial Regulations and Standing Orders	Website	Free
	Hard Copy	10p per sheet
Grants given and received (Minutes/Budget Monitor)	Website	Free
	Hard Copy	10p per sheet
List of current contracts awarded and value of contract	Email	Free
	Hard Copy	10p per sheet
Councillors Allowances and expenses	Website / Email	Free
	Hard Copy	10p per sheet
<b><u>Class 3 – What our priorities are and how we are doing</u></b>		
Chair’s Annual Report	Website / Email	Free
	Hard Copy	10p per sheet
<b><u>Class 4 – How we make decisions</u></b>		
Timetable of meetings	Website	Free
	Hard Copy	10p per sheet
Agendas of meetings	Website	Free
	Hard Copy	10p per sheet
Minutes of Meetings (this will exclude information that is properly regarded as private to the meeting)	Website	Free
	Hard Copy	10p per sheet
Reports to council meetings (this will exclude information that is properly regarded as private to the meeting)	Email	Free
	Hard Copy	10p per sheet
Responses to consultation papers	Email	Free
	Hard Copy	10p per sheet
Responses to Planning applications (See Minutes)	Website	Free
	Hard Copy	10p per sheet
<b><u>Class 5 – Our Policies and Procedures</u></b>		
Policies and Procedures for the conduct of council business –	Website	Free
	Hard Copy	10p per sheet
Policies and Procedures for the provision of services and about the employment of staff:	Website / Email	Free
	Hard Copy	10p per sheet
▪ Complaints Procedure	Available	
▪ Equal Opportunities Policy	None	
▪ Health and Safety Policy	None	
▪ Risk Management Policy	None	
▪ Data Protection Policy	Available	
▪ Freedom of Information Policy	Available	
▪ Retention of Documents Policy	None	
<b><u>Class 6 – Lists and Registers</u></b>		
Asset Register	Website	Free
	Hard Copy	10p per sheet
Register of Members Interests	Website	Free

**Class 7 – The services we offer**

- Seating
- Play ground
- Lighting

Email

*Free*

**Class 8 – Anything not covered above**

Any other documents covered by Freedom of Information Act

Website / Email  
Hard Copy

*Free*  
*10p/sheet*

**Contact details:**

Joe Lambert

The Parish Clerk, Asby Parish Council, c/o Goodlie Hill House, Great Asby, Cumbria, CA16 6ET

clerk@asbyparish.org.uk

Telephone: 07713252850

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at:

Type	Description	Basis of Charge
Disbursement Cost	Photocopying 10p per sheet (black & white) Postage	Actual printing costs (ink, paper, filing etc.)
Statutory Fees	As identified in the aforementioned policy	Actual Cost Royal Mail 2 <sup>nd</sup> Class Postage In accordance with relevant legislation