

Arthuret Parish Council
Freedom of Information Policy

The Parish Council Model Publication Scheme follows this policy. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining information and information held.

The following are ways to obtain the information.

Parish Council Website

The website holds the type of information which the Council routinely publishes. The information you want may already be included in the publication scheme, please check the documents on the website first.

Inspect documents held by the clerk

If you wish to view certain documents you should contact the Clerk either by e- mail, telephone, or in writing. Some documents may take time to locate.

Individual written request

If the information is not included in the publication scheme or on the website you can send a written request to the Parish Clerk, Arthuret Council Centre, 9 Esk Street, Longtown Cumbria CA6 5PU. Email : clerk@arthuretparishcouncil.gov.uk or apc791739@gmail.com

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

Councillors' response to a written request

Within 20 working days of receipt of your valid written request, the Council will.

- Confirm to you whether or not it holds the information.
- Advise you if there is a fee to be charged,
- Or inform you that the request has been refused giving the reason for refusal.

A request may be refused for the following reasons.

- 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.
- The request relates to an exemption under the Freedom of Information Act, for example. Personal data that would be contrary to the Data Protection Act.

Fees

The Act allows the Council to charge for Freedom of Information requests in the following circumstances.

- Disbursement costs such as printing, photocopying and postage. If you need further help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk. You will also find more detailed guidance on the Information Commissioner website.

Complaints

If you are dissatisfied with the response from the Council you can contact the Information Commissioner on 03031 231113, or write care of

Information Commissioners office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire.

SK9 5AF

E-MAIL mail@ico.gov.uk

Model Publication Scheme Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without any further approval and will be valid until further notice.

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 the 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 classification 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 under the 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 version it holds, unless the authority is satisfied it is not appropriate to do so, to publish the dataset, where reasonably practicable, in an electronic form that is capable of reuse, and, if any information in the dataset is a relevant copyright work and the authority is the only owner, to make the information available for re-use under a specified licence. The term “dataset” is defined in Section 11(5) of the Freedom of Information Act. The terms “relevant copyright work” and “specified licence” are defined in in Section 19(8) of the Act.

Classes of Information

Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance.
- Who’s who and what we do on committees.
- Contact details for Parish Clerk and Council members.
- Location of Council office and accessibility details.
- Staffing structure.

All available hard copy or website, 10 pence per sheet.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurements and contracts.

- Current and previous years as a minimum.
- Annual return form and report by auditor.
- Finalises budget.
- Precept.
- Financial Standing Orders and Regulation.
- Grants given and received.
- List of current contracts awarded and value of contract.
- Members allowances and expenses.

Hard copy or website, 10 pence per copy.

What our priorities are how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

- Annual report to Parish Meeting.
Website or hard copy , 10 pence per sheet.

How we make decisions

Policy proposals and decisions. Decision making process, internal criteria and procedures, consultation.

Website or hard copy, 10 pence per sheet.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities. Website or hard copy 10 pence per sheet.

Lists and registers

Information held in registers required by law.

Hard copy or website, 10 pence per sheet, some information may be held

The service we offer

Advice and guidance, booklets and leaflets, a description of 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 to be protected from disclosure.
- Information in data 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.

Allotments, bus shelters, seating, litter bins, notice board, parks playing fields and recreational facilities, clock, war memorial, planters, lifesaving. Hard copy or website 10 pence per copy.

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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website, Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. In this instance contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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 to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Written requests

Information held by a public authority 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.

Information available for Arthuret Parish Council