UFFCULME PARISH COUNCIL

Publication Scheme
(FREEDOM OF INFORMATION POLICY)

1. Introduction

1.1. Uffculme Parish Council ('the Council') aims to be an open and fair organisation and welcomes enquiries from the public at all times. Any member of the public wishing to apply for information relating to the Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Council's responsibility to make them available.

1.2. To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

1.3. There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include, but are not limited to: defence, court records and national security (for the full list visit www.legislation.gov.uk). Under Section 14(1) of the Freedom of Information Act 2000, public authorities (including Councils) are not obliged to comply with vexatious requests. The Council is still obliged to respond within 20 working days and will explain why it is not possible to disclose the information requested.

1.4. There are also some financial limitations to a request. If the Council intends to charge a fee for the information, it must send the requestor a fee notice within 20 working days.

1.5. The Council bases its costs on 10p per page and £25 per hour to cover location and extraction of information. The Council can estimate the cost of providing information and, if it exceeds the limit of £450, then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Contact details:
Gemma Cole, Parish Clerk
Uffculme Parish Council
1 Deepway,
Tiverton
Devon EX16 4DQ

2. Information available from Uffculme Parish Council under the model publication scheme

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Information to be published	**How the information can be obtained**	**Cost**
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Web Hard Copy – contact Parish Clerk	Free Free
Postal and email address contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Hard Copy – contact Parish Clerk	Free Free
Location of main Council office and accessibility details	Web Hard Copy – contact Parish Clerk	Free Free
Staffing structure	Web Hard Copy – contact Parish Clerk	Free Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Information to be published	**How the information can be obtained**	**Cost**
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy – contact Responsible Financial Officer	Free
Finalised budget	Web Hard Copy – contact Responsible Financial Officer	Free Free
Precept	Web Hard Copy – contact Responsible Financial Officer	Free Free
Borrowing Approval letter	Hard Copy – contact Responsible Financial Officer	Free
Financial Standing Orders and Regulations	Web Hard Copy – contact Parish Clerk	Free Free
Grants given and received	Web Hard Copy – contact Responsible Financial Officer	Free Free
List of current contracts awarded and value of contract	Hard Copy – contact Parish Clerk	Free Free
Members' allowances and expenses	Web Hard Copy – contact Responsible Financial Officer	Free Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Information to be published	**How the information can be obtained**	**Cost**
Annual governance statement in format included in the Annual Return form	Web Hard Copy – contact Parish Clerk	Free Free
Parish Plan	Not applicable	
Annual Report to Parish Meeting	Web Hard Copy – contact Parish Clerk	Free Free
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as minimum		
Information to be published	**How the information can be obtained**	**Cost**
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web Hard Copy – contact Parish Clerk	Free Free
Agendas of meetings (as above)	Web Hard Copy – contact Parish Clerk	Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Web Hard Copy – contact Parish Clerk	Free Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting and exempt from disclosure.	Web Hard Copy – contact Parish Clerk	Free Free
Responses to consultation papers	Web Hard Copy – contact Parish Clerk	Free Free
Responses to planning applications	Hard Copy – contact Parish Clerk (NB also available on District Council website)	Free
Bye-laws	Not applicable	

Class 5 – Our policies and procedures **(Current written protocols, policies and procedures for delivering our services and responsibilities)** **Current information only**		
Information to be published	**How the information can be obtained**	**Cost**
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Web Hard Copy – contact Parish Clerk	Free Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Web Hard Copy – contact Parish Clerk	Free Free
Information security policy	Hard Copy – contact Parish Clerk	Free
Records management policies (records retention, destruction and archive)	Web Hard Copy – contact Parish Clerk	Free Free
Data protection policies (including data sharing and CCTV usage)	Web Hard Copy – contact Parish Clerk	Free Free
Class 6 – Lists and Registers **Currently maintained lists and registers only**		
Information to be published	**How the information can be obtained**	**Cost**
Any legally required publicly available register or list	Hard Copy – contact Parish Clerk	Free
Assets Register, including details of public land and building assets	Web Hard Copy - contact Parish Clerk	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests	Hard Copy – contact Parish Clerk	
Register of members' interests	Inspection only – contact Parish Clerk (NB also available on District Council website)	Free
Register of gifts and hospitality	Inspection only – contact Parish Clerk	Free

Class 7 – The services we offer **(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)** **Current information only**		
Information to be published	**How the information can be obtained**	**Cost**
Allotments	Not applicable	Free Free
Burial grounds and closed churchyards	Web Hard Copy – Contact Parish Clerk	
Community Centres and Village Halls	Web Hard Copy – Contact Parish Clerk	Free Free
Parks, playing fields and recreational facilities	Web Hard Copy – Contact Parish Clerk	Free Free
Seating, litter bins, clocks, memorials and lighting	Web Hard Copy – Contact Parish Clerk	Free Free
Bus shelters	Web Hard Copy – Contact Parish Clerk	Free Free
Public conveniences	Web Hard Copy – Contact Parish Clerk	Free Free
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

3. SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published for information as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25 per hour	In accordance with the relevant legislation
Other	None	

Signature of Chair

Version control

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