

NORTH DUFFIELD PARISH COUNCIL FREEDOM OF INFORMATION POLICY

North Duffield Parish Council has a statutory duty to respond to requests for information made under the Freedom of Information Act 2000. We provide reasonable assistance on how to request any public information that we hold. The Freedom of Information Act 2000 ("the Act") provides for a general right of access to information held by us or by those providing services.

The Act is regulated by the Information Commissioner who can be contacted:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113

Email via an online enquiry form available on the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

We should respond to a request for information within 20 working days unless one or more exemptions apply. We will inform you if exemptions do apply. There are a number of exemptions to the general right of access to information (for example, commercial sensitivity or data protected by the Data Protection Act). Subject to the exemptions, any person who makes a request for information must be informed whether we hold that information and, if we do, we must provide that information. A fee may be charged for the information if it is provided.

The request for information must satisfy the following criteria:

- it must be in writing (email accepted)
- state the name of the applicant
- state an address for correspondence (can be email)
- describe the information requested.

We can ask for clarification from the person making the request to ensure that we have understood what is wanted. As required by the Act, we maintain a publication scheme setting out the classes of information which we publish (or intend to publish) and specifying the manner of publication and whether any fee is to be charged for the information. This can be found in the Parish Freedom of Information Publication Scheme document below. An acknowledgement will be forwarded as soon as possible following receipt of a request for information. A full response will be forwarded within 20 working days unless any of the statutory exemptions apply.

Contacts:

The Clerk of North Duffield Parish Council

Address: 72 Main Street, Wheldrake, York, YO19 6AA

Telephone: 01904 449495

Email: clerk@northduffieldpc.co.uk

Chairman of North Duffield Parish Council

Address: 2 Oak Road, North Duffield, Selby, YO8 5TN

Telephone: 01757 289880

Email: bobel.wells@gmail.com

FREEDOM OF INFORMATION SCHEME

Freedom of Information Act 2000

This Publication Scheme was adopted by North Duffield Parish Council on 19 July 2017 and is operational from that date.

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Parish Council and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council 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 this 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 classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector
- Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

- **Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it** - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions** - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** - current written protocols for delivering our functions and responsibilities.
- **Lists and Registers** - information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The Services we offer** - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

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

The Parish Council 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 the Parish Council's 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, the Parish Council 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. Where this manner is specified, 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 the Parish Council is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges will be made for information subject to a charging regime specified by Parliament. Charges will be made for actual disbursements incurred such as: -

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges will also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by the Parish Council 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 from North Duffield Parish Council under the Model Publication Scheme

Information required	How the info can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.	(Website / hard copy)	
Who's who on the council and committees	Website Hard copy	Nil 20p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy	Nil 20p per sheet
Location of main Council office and accessibility details	Website Hard copy	Nil 20p per sheet
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.	(Website / hard copy)	
Annual return and report by auditor	Website Hard copy	Nil 20p per sheet
Finalised budget	Website Hard copy	Nil 20p per sheet
Precept	Website Hard copy	Nil 20p per sheet
Standing Orders and Financial Regulations	Website Hard copy	Nil 20p per sheet
Grants given and received	Website Hard copy	Nil 20p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Nil 20p per sheet
Members allowances and expenses	Website Hard copy	Nil 20p per sheet
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	(Website / hard copy)	
Annual report to the Parish	Website Hard copy	Nil 20p per sheet
Quality Status	N/A	
Parish Plan	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum	(Website /hard copy)	
Timetable of meetings	Website / noticeboard	Nil

	Hard copy	20p per sheet
Agendas of meetings	Website / noticeboard Hard copy	Nil 20p per sheet
Reports presented to council meetings	Website Hard copy	Nil 20p per sheet
Responses to consultation papers	Website Hard copy	Nil 20p per sheet
Responses to planning applications	Website Hard copy	Nil 20p per sheet
Class 5 Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	(Website/ hard copy)	
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website Hard copy	Nil 20p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal 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))) To be drafted)) Website / hard copy	20p per sheet
Information security policy	To be drafted	
Records management policy (records retention, destruction and archive)	Website Hard copy	Nil 20p per sheet
Data protection policies	Website Hard copy	Nil 20p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard copy	20p per sheet
Asset register	Hard copy	20p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Hard copy	20p per sheet
Register of members' interests	ON SDC website Hard copy	Nil 20p per sheet
Register of gifts and hospitality	Website Hard copy	Nil 20p per sheet
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		
Allotments	N/A	
Burial Grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreations	N/A	
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Nil 20p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

All requests must be put in writing to the clerk of the Parish Council by post or email.

Contact details:

Sally Look (Clerk)
North Duffield Parish Council
72 Main Street
Wheldrake
York
YO19 6AA

Email: clerk@northduffieldpc.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

*The actual cost incurred by the public authority, including any third party charges and Clerks time in producing or preparing the requested information.