


GLENTHAM PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Compliance with the Freedom of Information Act 2000 is the legal responsibility of local authorities and other public organisations. It is part of a wider group of national policies which aim to modernise government and show people how it is working on their behalf. Since January 2005 people have had a right to know what decisions are taken on their behalf, and how services are run. They can ask to see not only printed leaflets and other publications, but also any background files and other records relating to the business of the organisation, unless statutory exemptions apply.

- Glentham Parish Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.
- Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.
- A request for information must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.
- Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.
- The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.
- If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
- If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be give details of which public authority is believed to hold the information.
- Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.
- Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.
- Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.

.....  (Chairman)

GLENTHAM PARISH COUNCIL

PUBLICATION SCHEME

Information available from Glenthams Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do Glenthams Parish Council. We look after the play park, village amenities, report defects such as potholes, comment on planning applications and administer the Parish finances.	Hard copy (Clerk)	2p per copy page
Who's who on the Council and its Committees Chairman: Adam Shaw Vice-chairman: no appointment Councillors: Sarah Shaw, Mick Brand, Peter Smith, Vanessa Smith	Hard copy (Clerk) Website	2p per copy page
Contact details for Parish Clerk and all Councillor members Clerk: Mrs J Trotter, 1 Cow Lane, Tealby, Market Rasen LN8 3YB. Tel 01673 838690 E-mail: pc@glenthams.org.uk All Councillors can be contacted via the Clerk	Hard copy (Clerk) Website	2p per copy page
Location of main Council office and accessibility details. As above	Hard copy (Clerk) Website	2p per copy page
Staffing structure. One employee: Clerk		

<p>Class 2 – What we spend and how we spend it 2007 applied for a precept of £5,000 2008 applied for a precept of £5,000 2009 applied for a precept of £5,000 2010 applied for a precept of £6,000 2011 applied for a precept of £5,891 2012 applied for a precept of £5,891 We hold reserves for capital projects and emergencies. We spend the precept on insurance, and donations to charities. We maintain items such as seats and notice boards and also the village play park and grassed areas and hedges. We also pay for a monthly bulleting published in local magazine ‘The Signpost’</p>	Hard copy (Clerk)	2p per copy page
Annual return form and report by auditor. Available through Clerk	Hard copy (Clerk)	2p per copy page
Finalised budget. Available through Clerk	Hard copy (Clerk)	2p per copy page
Precept. Available through Clerk	Hard copy (Clerk)	2p per copy page
Borrowing approval letter	Not applicable	
Financial Standing orders and Regulations	Hard copy (Clerk) Website	2p per copy page
Grants given and received	Hard copy (Clerk)	2p per copy page
List of current contracts awarded and value of contract	Hard copy (Clerk)	2p per copy page
Members’ allowances and expenses	Not applicable	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy (Clerk)	2p per copy page
Parish Plan. Completed	On application	
Annual report to Parish or Community Meeting (current and previous year)	Hard copy (Clerk) Website	2p per copy page
Quality status (currently working towards achieving Quality Status)	Hard copy (Clerk)	2p per copy page
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

UNDER REVIEW

<p>Class 4 – How we make decisions We make decisions by vote and resolution at a Parish Council meeting. Occasionally we return planning documents that have been obtained by circulation method. This method is built into our Planning Policy</p>	Hard copy (Clerk)	2p per copy page
<p>Timetable of meetings of Council, committees, Parish Meetings Glenthams Parish Council does not run a committee system. The Parish Council meetings are held every month on the first Thursday. Meeting dates are published annually and before each meeting</p>	Hard copy (Clerk) Website Notice boards	2p per copy page
<p>Agendas of meetings of Council, committees and Parish Meetings</p>	Hard copy (Clerk) Website Notice boards	2p per copy page
<p>Minutes of meetings of Council, committees and Parish Meetings NB. This will exclude information that is properly regarded as private to the meeting</p>	Hard copy (Clerk) Website Notice boards	2p per copy page
<p>Reports presented to Council meetings NB. This will exclude information that is properly regarded as private to the meeting</p>	Hard copy (Clerk)	2p per copy page
<p>Responses to consultation papers</p>	Hard copy (Clerk)	2p per copy page
<p>Responses to planning applications</p>	Hard copy (Clerk)	2p per copy page
<p>Bye-laws</p>	Not applicable	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Financial Regulations, Finance Policy, Standing Orders, Planning Policy, Health and Safety Policy, Equal Opportunities Policy, Complaints Policy, Asset Management, Asset Policy, Risk Assessment Policy, Risk Management. Reviewed annually</p>	<p>Hard copy (Clerk) Website</p>	<p>2p per copy page</p>
<p>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 (not applicable) Code of Conduct Policy Statements</p>	<p>Hard copy (Clerk) Website</p>	<p>2p per copy page</p>
<p>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)</p>	<p>Hard copy (Clerk) Website</p>	<p>2p per copy page</p>
<p>Information security policy</p>	<p>Hard copy (Clerk)</p>	<p>2p per copy page</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy (Clerk)</p>	<p>2p per copy page</p>
<p>Data protection policies</p>	<p>Hard copy (Clerk)</p>	<p>2p per copy page</p>
<p>Schedule of charges (for the publication of material)</p>	<p>Hard copy (Clerk) Website</p>	<p>2p per copy page</p>

Class 6 –lists and registers Currently maintained list and registers only	Hard copy (Clerk)	2p per copy page
Any publicly available register or list	Hard copy (Clerk)	2p per copy page
Assets register	Hard copy (Clerk)	2p per copy page
Disclosure log	Hard copy (Clerk)	2p per copy page
Register of members' interests	Hard copy (Clerk)	2p per copy page
Register of gifts and hospitality	Hard copy (Clerk)	2p per copy page

UNDER REVIEW

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters for the public and businesses) Current information only	(Hard copy: some information may only be available by inspection)	2p per copy page
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy (Clerk)	2p per copy page
Seating, litter bins, clocks, memorials and lighting	Hard copy (Clerk)	2p per copy page
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the Council is entitled to recover a fee, together with those fees	Not applicable	

UNDER REVIEW

Contact details:

Clerk: Mrs J Trotter, 1 Cow Lane, Tealby, Market Rasen LN8 3YB

Tel: 01673 838690

E-mail: pc@glenthams.org.uk

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying at ...p per sheet (black and white)	Actual cost 2p per page
	Photocopying at ...p per sheet (colour)	Actual cost not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with relevant legislation