

# WINTERBORNE ST MARTIN PARISH COUNCIL FREEDOM OF INFORMATION POLICY

## THE POLICY

### Introduction

- 1.1 The Freedom of Information Act commits a Parish Council to make information available to the public as part of its normal activities. The information covered is included in the classes of information identified by the Information Commissioner's Office and referred to in paragraph 2. Additional information on the definition of these classes is issued by the Information Commissioner. Winterborne St Martin Parish Council (the Council) has this Freedom of Information Policy drawing from information from the Freedom of Information act and the Information Commissioner's Office. This policy should be read in conjunction with the Council's Privacy Notice.
- 1.2 The scheme commits the Council:
  - 1.2.1 To proactively publish or otherwise make available as a matter of routine, information which is held by the Council and falls within the classifications below
  - 1.2.2 To specify the information which is held by the Council and falls within the classifications below
  - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
  - 1.2.4 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
  - 1.2.5 To review and update on a regular basis the information the Council makes available under this scheme
  - 1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available
  - 1.2.7 To make this publication scheme available to the public

## 2. Classes of information

- 2.1 **Class 1 - Who we are and what we do**  
Council information, locations and contacts, constitutional and legal governance
- 2.2 **Class 2 - What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- 2.3 **Class 3 - What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- 2.4 **Class 4 - How we make decisions**  
Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.
- 2.5 **Class 5 - Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- 2.6 **Class 6 - Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 **Class 7 - The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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**3. The classes of information generally not included**

3.1 The classes of information will not generally include:

- 3.1.1 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
- 3.1.2 Information in draft form
- 3.1.3 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

**4. The method by which information published under will be made available**

4.1 The 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 a Web-site. Where it is impracticable to make information available on a Web-site or when an individual does not wish to access the information by the Web-site, a public authority will indicate how information can be obtained by other means and provide it by those means.

4.2 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.

4.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

4.4 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.

**5. Charges which may be made for information published under this scheme**

5.1 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 Council for routinely published material will be justified and transparent and kept to a minimum.

5.2 Material which is published and accessed on a Web-site will be provided free of charge.

5.3 Charges may be made for information subject to a charging regime specified by Parliament.

5.4 Charges may be made for actual disbursements incurred such as:

- 5.4.1 photocopying
- 5.4.2 postage and packaging
- 5.4.3 the costs directly incurred as a result of viewing information

5.5 Charges may 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.

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

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**6. Written requests**

6.1 Information held by the 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.

**7. Information available from Winterborne St Martin Parish Council under the Publication Scheme**

7.1 All information on the Web-site is free, all hard copy will be charged at 10p per A4 sheet (b&w)

7.2

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 1 – Who we are and what we do</b>	
Who is who on the Council and its committees	Web-site
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number)	Web-site
Location of main Council office and accessibility details	Web-site
Staffing structure	Only Parish Clerk employed
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Web-site
Finalised budget	Web-site
Precept	Web-site
Borrowing approval letter	No borrowing
Financial standing orders and regulations	Web-site
Grants given and received	None
List of current contracts awarded	Web-site
Members' allowances and expenses	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual report to parish or community meeting (current and previous years)	Web-site
Timetable of meetings (Council, any committee/sub-committee meetings)	Web-site
Agendas of meetings (as above)	Web-site
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting	Web-site
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting	Web-site
Responses to consultation papers	Website
Responses to planning applications	Dorset for You Web-site
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b>	
Procedural standing orders	Web-site
Committee and sub-committee terms of reference	No current committees or sub-committees
Delegated authority in respect of officers	Web-site

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Members' Code of Conduct	Web-site
Policy statements	Web-site
Policies and procedures for the provision of services and about the employment of staff	Hard copy – Currently under review
Internal policies relating to the delivery of services	Web-site – Currently under review
Equality and diversity policy	Web-site – Currently under review
Health and safety policy	Web-site – Currently under review
Recruitment policies (including current vacancies)	Web-site – Currently under review
Policies and procedures for handling requests for information	Web-site
Complaints' procedures (including those covering requests for information and operating the publication scheme)	Web-site
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website – Currently under review
Data protection policies/Privacy Notice	Website
<b>Class 6 – Lists and Registers</b>	
Assets Register	Web-site
Register of members' interests	Web-site
Register of gifts and hospitality	Hard copy
Allotments	None
Burial grounds and closed churchyards	None
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
<b>Class 7 – The services we offer</b>	
News	Web-site and Parish magazine

Last amended and adopted 23/07/2018