

HAPTON PARISH COUNCIL



FREEDOM OF INFORMATION POLICY

Adopted October 2013

Reviewed September 2015

1. This policy has been prepared by Hapton Parish Council and commits the council to make information available to the public as shown in the table below. No information will be released where it discloses personal information which would breach the Data Protection Act.
2. Requests for information must be in writing to current parish clerk (this includes email) with full description, showing the name and address of the requestor.(See page 8 for details)
3. Hapton Parish Council will acknowledge the request within three working days together with a scale of appropriate charges and then reply with whether it holds the information and, if so, the information will be communicated to the requestor unless the work will take more than 18 hours to complete. In this case Hapton Parish Council is entitled to refuse to provide such information. A reply, together with any relevant information will be supplied to the requestor within 20 days. Where Hapton Parish Council has more than 17 requests for the same or similar information, the information will be aggregated.
4. If Hapton Parish Council does not comply with a request within the statutory deadline the requestor can appeal to the Chair of the Parish Council. If the Requestor is not satisfied with this, they can appeal to the Information Commissioners Office (Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. 08456 30 60 60 or 01625 54 57 45, email notification@ico.gsi.gov.uk

Information available from Hapton Parish Council under the model publication scheme

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts. Current information only)	How the information can be obtained	Cost of supply
Who's who on the Council and its Committees	Hard copy and/or website	£0.10 per A4 sheet +pp
Named contact details for Parish Clerk and Council members	Hard copy and/or website. Parish newsletter.	£0.10 per A4 sheet +pp
Location of main Council office and accessibility details	No office. Arrangements can be made by telephone to meet at Hapton Community Centre and/or Haggate Baptist Church.	N/A
Staffing structure	Hard copy.	£0.10 per A4 sheet +pp
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)	How the information can be obtained	Cost of supply
Annual return form and report by auditor	Hard copy (2009 onwards).	£0.10 per A4 sheet +pp (2010 post 51p photocopy 60p env 5p total £1.16)
Finalised budget	Hard copy (2009 to date)	£0.10 per A4 sheet +pp
Precept	Hard copy (If within accounts).	£0.10 per A4 sheet +pp
Financial Standing Orders and Regulations	Hard copy and website (current)	£0.10 per A4 sheet +pp
Grants given and received	Hard copy (within accounts) 2009 onwards.	£0.10 per A4 sheet +pp
List of current contracts awarded and value of contract	Hard copy. 2009 onwards.	£0.10 per A4 sheet +pp
Members' allowances and expenses	Hard copy	£0.10 per A4 sheet +pp
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost of supply

Parish Plan - when available		£0.10 per A4 sheet +pp
Annual Report to Parish or Community Meeting	Hard copy. Previous years archived.	£0.10 per A4 sheet +pp
Local charters drawn up in accordance with Department of Communities and Local Government guidelines	N/A	N/A
Class 4 - How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost of supply
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website. (Current year only)	£0.10 per A4 sheet +pp
Agendas of meetings (as above)	Hard copy and/or website. (Current year only)	£0.10 per A4 sheet +pp
Minutes of meetings (as above) - N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website. (Current year only). Previous years archived.	£0.10 per A4 sheet +pp
Reports presented to council meetings - N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website. Previous years archived.	£0.10 per A4 sheet +pp
Responses to consultation papers	Hard copy (2009 onwards).	£0.10 per A4 sheet +pp
Responses to planning applications	Hard copy.	£0.10 per A4 sheet +pp
Bye-laws	Hard copy and/or website.	£0.10 per A4 sheet +pp
Class 5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost of supply
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	Hard copy and/or website	£0.10 per A4 sheet +pp

Class 6 - Lists and Registers	How the information can be obtained	Cost of supply
Currently maintained lists and registers only		
Any publicly available register or list	Only available by inspection	N/A
Assets Register	Only available by inspection	N/A
Disclosure log (indicating the information that has been provided in response to requests) what is this	Only available by inspection	N/A
Register of members' interests	Only available by inspection	N/A
Register of gifts and hospitality	Only available by inspection	N/A
Class 7 - The services we offer	How the information can be obtained	Cost of supply
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy and/or website.	£0.10 per A4 sheet +pp
Community centres	N/A (community centre not managed by BPC)	N/A
Playing fields and recreational facilities	Hard copy and/or website	£0.10 per A4 sheet +pp
Memorial	Hard copy and/or website	£0.10 per A4 sheet +pp
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and/or website	£0.10 per A4 sheet +pp

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white), 20p per A3 sheet	Actual cost
	Scanning @ 30p per sheet (colour)	Actual cost
	Postage and packing	Actual cost of Royal Mail standard 2nd class
	Telephone calls	Actual cost of call only, as shown on telephone bill
Statutory Fee		Total work of up to 18 hours -free Total work of over 18 hours £25.00 per hour. Please note that BPC are entitled to refuse to supply information estimated to involve more than 18 hours work.

Please note that these charges only apply to work carried out by Hapton Parish Council.

Contact details: - Mr Steve Watson, Parish Clerk, 23 Maple Bank, Burnley, BB10 3FD.

Email:- Haptonparishcouncil@yahoo.co.uk