



REYDON PARISH COUNCIL

Freedom of Information Policy

Reydon Parish Council is committed to openness and accountability and already makes large amounts of information available to the public, through the Reydon website, newsletter, via the telephone and by post.

Reydon Parish Council adopted the Freedom of Information Act Model Publication Scheme on 17th June 2021

The Freedom of Information Act

Under the Freedom of Information Act, every public authority has a duty to adopt a 'publication scheme.' Reydon Parish Council adopted the Model Publication Scheme which provides a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Further information about the Freedom of Information Act is available from the Information Commissioner's Office at www.ico.gov.uk

Freedom of Information Requests

Please note that the model publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide (below) can still be requested and it will be made available unless it can be legitimately withheld. Freedom of Information requests should be made in writing (or email) to the Parish Clerk who will reply within 20 working days after receipt. Should a personal visit to view information be required, an appointment with the Clerk will be necessary.

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner and will be valid until further notice.

The Publication Scheme indicates what information is covered and how it can be obtained.

Wherever possible, information will be provided on the Parish Council pages of our village website (www.reydon.org). Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, we have indicated how information can be obtained by other means and will provide it by those means.

In exceptional circumstances some information may be available only by viewing in

person - contact details are provided.

Information will be provided in the language in which it is held or in such other language that is legally required.

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.

Material which is published and accessed on the Parish Council pages of the village website will be provided free of charge.

Charges may 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 may also be made for information provided under this scheme where they are legally authorised.

All charges are in accordance with a published schedule of fees (see below).

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.

Information available from Reydon Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	(see schedule of charges below)
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	Hard copy and website	
Staffing structure	n/a	
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)	(hard copy and/or website)	(see schedule of charges below)
Annual return form and report by auditor	Hard copy	
End of year accounts, annual governance statement & internal audit report	Website	

Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy or electronic copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard copy	
Parish Council itemised expenditure list	Website and hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	(see schedule of charges below)
Parish Plan (current and previous year as a minimum)	Hard copy and website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and newsletter	
Quality status	n/a	
Local charters drawn up in accordance with Dept of Communities and Local Government guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	(see schedule of charges below)
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	

Agendas of meetings (as above)	Hard copy and website	
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	(see schedule of charges below)
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 or electronic copy Hard copy or electronic copy and website	
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)	Hard copy (where applicable)	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website	
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy and website	
Schedule of charges (for the publication of information)	Hard copy and website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	(see schedule of charges below)
Any publicly available register or list (electoral register)	Hard copy	
Assets Register	Hard copy and website	
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)	n/a	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Hard copy	
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	(hard copy or website; some information may only be available by inspection)	(see schedule of charges below)
Allotments	Hard copy	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	

Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, togetherwith those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs Ann Dobson, Dorlen, Woodland Avenue, Worlingham NR34 7EF, Email: reydon.pc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) *	Actual cost
	Photocopying @ 25p per sheet (colour) *	Actual cost
	Postage	Actual cost of Royal Mail postage at the time.
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council of retrieval and collation is unreasonable. **	Clerk's hourly salary rate.

* in general there will be no charge for viewing documents. Photocopying charges are based on the actual cost incurred by the Parish Council and will be revised from time to time in line with inflation.

** if the cost of retrieving and collating information is likely to exceed £450 (in staff time and disbursements) we can refuse your request. Alternatively, we can work with you to agree to reduce the scope of the request such that it falls below the £450 limit. If we agree to fulfil your original request, once the £450 limit is exceeded, we will charge you by the hour at the Clerk's current salary rate.