

Stokeinteignhead Parish Council

Freedom of Information and Publication Scheme

Introduction

Stokeinteignhead Parish Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Parish Council's responsibility to make them available.

To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once a written request is received, the Council then has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs regarding time when considering whether the information is exempt, removing exempt information or copying/sending the information. Costs are detailed below.

This policy was adopted by the Council at its Meeting held on .

The next date for review is .

Information available from Stokeinteignhead Parish Council under the model publication scheme.

| Information to be published | How the information can be obtained | Cost |
|--|--|--------------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only | | |
| Who's who on the Council and its Committees | Website Hard Copy – contact Parish Clerk | Free Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard Copy – contact Parish Clerk | Free Free |
| Location of main Council office and accessibility details | Website Hard Copy – contact Parish Clerk | Free Free |
| Staffing structure | Hard Copy – contact Parish Clerk | Free |
| 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 | | |
| Annual return form and report by auditor | Website Hard Copy – contact Responsible Financial Officer | Free Free |
| Finalised budget | Website Hard Copy – contact Responsible Financial Officer | Free Free |
| Precept | Website Hard Copy – contact Responsible Financial Officer | Free Free |
| Borrowing Approval letter(s) | Not applicable | Free |
| Standing Orders and Financial Regulations | Website Hard Copy – contact Parish Clerk | Free Free |
| Grants given and received | Website Hard Copy – contact Responsible Financial Officer | Free Free |
| List of current contracts awarded and value of contract | Website | Free |

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| | Hard Copy – contact Parish Clerk | Free |
| Members' allowances and expenses | Website | Free |
| | Hard Copy – contact Responsible Financial Officer | Free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) current and previous council year as minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings) | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Agendas of meetings (as above) | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Minutes of meetings (as above) | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Responses to consultation papers | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Responses to planning applications | Website (minutes) | Free |
| | Teignbridge District Council website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |

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| Delegated authority in respect of officers Code of Conduct Policy statements | | |
| Policies and procedures for the provision of services and about the employment of staff: | Website | Free |
| Internal policies relating to the delivery of services Equality policy Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme) | Hard Copy – contact Parish Clerk | Free |
| Information security policy | Hard Copy – contact Parish Clerk | Free |
| Records management policies (records retention, destruction and archive) | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Data protection policies | Website | Free |
| | Hard Copy – contact Parish Clerk | Free |
| Class 6 – Lists and Registers. Currently maintained lists and registers only | | |
| Any publicly available register or list | Hard Copy – contact Parish Clerk | Free |
| Assets Register | Website | Free |
| | Hard copy - contact Responsible Financial Officer | Free |
| Register of members' interests | Website (link to Teignbridge District Council Website) | Free |
| | Hard copy – contact the Clerk | Free |
| Register of gifts and hospitality | Inspection only – contact Parish Clerk | Free |
| 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 | Not applicable | |
| Burial grounds and closed churchyards | Not applicable | |
| Pools Weir grass area | Website | Free |
| | Hard Copy – Contact Parish Clerk | Free |
| Seating, litter bins, memorials and lighting | Website | Free |

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| | Hard Copy – Contact Parish Clerk | Free |
| Bus shelter | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees eg. burial fees | Not applicable | |

Contact details:

Mrs Rachel Avery, Clerk and RFO, 7 Trafalgar Close, Newton Abbot, TQ12 2SJ

SCHEDULE OF CHARGES

Describing how charges have been arrived at and are published for information as part of this guide:

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost incurred by Parish Council |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Other | None | Not applicable |