

Fradley Parish Council
Freedom of Information Policy in relation to the Publication Scheme

Introduction:

Under the Freedom of Information Act, Fradley Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether or not a charge is made for such information

The purpose of the Fradley Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Fradley Parish Council, to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from Fradley Parish Council by individual request, under the Freedom of Information Act and the Data Protection Act, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Fradley Parish Council

Clerk: Mrs Clare Orme

Address: 110 New Road, Newhall, Swadlincote, Derbyshire DE11 0TH

Tel: 01543 444 233

Email: clerk@fradleyparishcouncil.gov.uk

Obtaining Information

Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at www.fradleyparishcouncil.org.uk where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme below and can be viewed by appointment with the Fradley Parish Council Clerk.

Information not contained within the scheme and exemptions

Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Fradley Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption, the Clerk to Fradley Parish Council will tell the applicant in writing why Fradley Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Fradley Parish Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI requests. They can be contacted by the following link: www.ico.gov.uk

Charges

Fradley Parish Council Fees and Charges are stated at the end of our Publications Scheme

Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Fradley Parish Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

Management of the Fradley Parish Council Publication Scheme

Fradley Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

Review of the Freedom of Information Policy and Publication Scheme

An annual review of this Policy will be completed in April/May each year.

Information available from Fradley Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost per photocopy
Class1 - Who we are and what we do		
Cllr Shikha Prabhaker Cllr Derick Cross Cllr Glen Bown Cllr David Leytham	Via the Parish Council Website: www.fradleyparishcouncil.gov.uk	
Class 1 - Committees and Working Groups		
Finance Committee Engagement and Communication Working Group	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Class 1 - Contact Details for the Parish Council Clerk/RFO – Main Office	Clare Orme Fradley and Fradley Parish Council 110 New Road Newhall Swadlincote Derbyshire DE11 0TH Tel : 01543 444 233 Email: clerk@fradleyparishcouncil.gov.uk	
Class 1 - Staffing Structure Part- time Clerk/RFO	Via the Parish Council website: Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk	As per Schedule of Charges below

	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	
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	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Annual return form and report by auditor	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Finalised budget	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Precept	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk:	As per Schedule of Charges below

	clerk@fradleyparishcouncil.gov.uk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Grants given and received	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
List of current contracts awarded and value of contract	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
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		
Parish Plan	Not applicable	
Neighbourhood Plan	Hard Copy on request to the Parish	As per Schedule

	Council Clerk: clerk@fradleyparishcouncil.gov.uk	of Charges below
Annual Report to Parish or Community Meeting (current and previous years)	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Quality status –	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<p>Class 4 – How we make decisions</p> <p>Decision making process and records of decisions Current and previous Council year as a minimum.</p> <p>Fradley and Fradley Parish Council make decisions at our monthly Parish Council Meetings.</p> <p>Monthly agendas are published on the Parish Council Notice Boards around the village and on the Parish Council Website.</p> <p>All current and past agendas and minutes are published on our website.</p>	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Timetable of meetings	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below

Agendas of meetings	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Responses to consultation papers	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Responses to planning applications	Terms of Reference are available via the Parish Council website:	As per Schedule of Charges

	www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	below
Bye-laws	Not applicable	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Policies and procedures for the conduct of council business: Procedural standing orders Committee and Working Group Terms of Reference Delegated authority in respect of officers – Standing Orders Code of Conduct Financial Regulations Complaints Policy	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Policies and procedures for the provision of services and about the employment of staff: Equality Opportunity Policy Health and safety policy Recruitment and Selection policies Information schedule Social Media Policy Privacy Notice Accessibility Statement	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below

Data Protection Policy Whistleblowing Policy Lone Working Policy Councillor & Staff Training Policy Protocol on Councillor/Officer Relationship Policy		
Information security policy	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Records management policies (records retention, destruction and archive)	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Data protection policies	Terms of Reference are available via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Schedule of charges (for the publication of information)	Via the Parish Council website: Terms of Reference are available via the Parish Council website:	As per Schedule of Charges below

	www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Acceptance of Office	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Assets Register	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
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)	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Register of members' interests	Via the Parish Council website: www.fradleyparishcouncil.gov.uk Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Register of gifts and hospitality	No Gifts Received	
Class 7 – The services we offer Current information only		
Allotments	Not applicable	

Burial grounds and closed churchyards	Not applicable	
Parish Rooms	Not applicable	
Parks, playing fields and recreational facilities	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Seating, litter bins, clocks, memorials and lighting	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below
Class 8 - Additional Information		
Risk Assessments	Hard Copy on request to the Parish Council Clerk: clerk@fradleyparishcouncil.gov.uk	As per Schedule of Charges below

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Contact Details:

Clare Orme (Clerk/RFO to Fradley Parish Council, 110 New Road, Newhall, Swadlincote, Derbyshire. DE11 0TH

Tel : 01543 444233

Email: clerk@fradleyparishcouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Reviewed: May 203

Next Review: May 2024