

Reed Parish Council

Publication Scheme and Freedom of Information Statement

Adopted May 2021

Parish Council information

The Parish Council makes information available in accordance with the provisions of the Freedom of Information Act 2000 and the statutory requirements set out in the Government's Transparency Code for Smaller Authorities¹.

The Freedom of Information Act 2000 gives the public a general right of access to all types of recorded information held by public authorities (which includes local authorities such as the parish council, the district council, and the county council). This is in addition to individuals' rights of access to information about themselves under the Data Protection Act 1998, and other existing legislation which already secures public access rights to much information held by a local authority

The Council's Approach

The council strives to be accountable to the electorate and wishes to be as open and transparent as possible in all its dealings. The council welcomes public interest and involvement in the local government of the community. The formal provisions of the Freedom of Information Act should not inhibit anyone from raising informally any matters of concern with members of the council or the Clerk.

This council has adopted a Publication Scheme (below) based on a model provided by the Information Commissioner's Office. It shows what types of information are available as a matter of course, what format they are provided in, and any charges which may be incurred in obtaining the information.

The council will review the scheme from time to time to ensure that it continues to meet as a minimum the statutory requirements, as well as the specific needs of the council and the community in Reed. Where practicable, the council will make information available on the parish web site at no charge. For other forms of information provision, any charges will be justifiable, clear and kept to a minimum, and limited to only as much as is needed to cover the costs of time and materials involved in administration of the request and in providing the information.

Requests for Information

Requests for information should be made in writing to the Parish Clerk, who will respond within 20 working days of receipt of the request. Requests may be handed in at parish

¹ <https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities>. The Code is given statutory effect by The Smaller Authorities (Transparency Requirements) (England) Regulations 2015

council meetings or posted to the Clerk at: The Clerk Reed Parish Council 1, High Street, Barkway, SG8 8EA.

The Clerk is the officer responsible for the council’s compliance with the provisions of the Freedom of Information Act. The council publishes information in English. Requests for information in transcript in another language, or in any manner other than standard printed form and size will be dealt with on a case-by-case basis, and may require additional time to respond and may incur additional cost.

Complaints

Complaints about the Council’s response to requests for information should also be directed to the Clerk at the above address. The opportunity to complain to the Council does not place any limitation on the right of any individual to refer a complaint to the Information Commissioner using the methods set out on the Commissioner’s web site

<https://ico.org.uk/make-a-complaint/>

or telephone: 0303 123 1113.

Publication scheme

Information published	Where it can be obtained (Always available from the clerk)	Hard copies
Class 1: Who we are and what we do		
Who’s who on the Council	Website	10p per A4 sheet
Contact details for Clerk and Members	Website	
Class 2: What we spend and how we spend it		
Accounts and governance documents	Website	10p per A4 sheet
Financial regulations	Website	
Financial risk assessment	Website	
Internal audit	Website	
Borrowing authority (The Cabinet)	Website	
Precept	January meeting Minutes – website	

Grants given and received	Meeting Minutes – clerk’s office	
List of current contracts and value	clerk’s office	
Members’ allowances and expenses	Clerk’s office	
Class 3: What our priorities are and how are we doing		
Annual report to Parish Meeting	Website	10p per A4 sheet
Chair’s report to each meeting	Meeting minutes – Website	
Parish Plan 2011	Website	
Class 4: How we make decisions		
Timetable of meetings	Website	10p per A4 sheet
Agendas of future meetings	Website	
Minutes of meetings	Website	
Responses to planning applications	Website	
Responses to consultations	Website - none current	
Class 5: Our policies and procedures		
Standing orders	Website	10p per A4 sheet
Councillors’ code of conduct	Website	
Complaints procedure	Website	
Privacy policy/GDPR statement	Website	
Scheme of delegation	Website	
Class 6: Lists and registers		
Register of interests	Website	10p per A4 sheet
Register of gifts and hospitality	Clerk	
Asset register	Website	

List of recent planning applications	Website	
Class 7: Services we offer		
Children's play area	Website	10p per A4 sheet
Defibrillator	Website	
Litter bins and dog bins	Website	
Bus shelter	Website	
Village sign and informative sign	Website	
Benches and picnic tables	Website	
Bonfire night	Website	

Costs

1. Request

Each request for information which involves copying or inspection incurs an administration charge of £5.00. Additional charges may be made according to the way in which the request is fulfilled.

2. Copying

A4 photocopying is charged at 10p per sheet.

3. Inspection

Each inspection which takes place outside a normal parish council meeting is charged according to the time taken by the enquirer, measured in units of 30 minutes, at a rate of £5.00 per unit, with a minimum of one unit. Arrangement to inspect documents should be made with the Clerk.

4. Despatch

Documents sent by post will incur a charge to cover the costs of packing and postage. The charge will be dependent on the volume of documents involved, the class of postage requested, and the destination.