

Penton Grafton Parish Council

Freedom of Information Policy and Publication Scheme

Adopted by Penton Grafton Parish Council on: ___Sept 2026___ Min Ref 0926/7 __

Review Date: ___2027___

1. Purpose

Penton Grafton Parish Council is committed to openness, transparency and accountability. This policy sets out how the Council will make information available in accordance with the Freedom of Information Act 2000 (FOIA) and the Information Commissioner's Office (ICO) Model Publication Scheme.

The Council aims to make information readily available wherever possible and to respond promptly and professionally to requests for information.

2. Scope

This policy applies to all information held by Penton Grafton Parish Council, regardless of format, including:

- Paper records
- Electronic records
- Emails
- Minutes and agendas
- Financial records
- Policies and procedures
- Contracts and agreements
- Correspondence relating to Council business

The Council will provide information unless an exemption under the Freedom of Information Act applies.

3. Publication Scheme

The Council has adopted the ICO Model Publication Scheme and will routinely make available information in the following classes:

Class 1 – Who We Are and What We Do

Information relating to:

- Councillors and Clerk
- Contact details
- Roles and responsibilities
- Committee structures (if applicable)

Class 2 – What We Spend and How We Spend It

Information including:

- Annual accounts
- Budget information
- Internal and external audit reports
- Financial regulations
- Grants awarded
- Councillor expenses (where applicable)

Class 3 – What Our Priorities Are and How We Are Doing

Information including:

- Annual reports
- Strategic plans

- Responses to consultations
- Parish projects

Class 4 – How We Make Decisions

Information including:

- Agendas
- Minutes
- Reports presented to Council
- Standing Orders
- Records of decisions

Class 5 – Our Policies and Procedures

Information including:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Procedure
- Data Protection Policy
- Risk Management Policy
- Equality Policies

Class 6 – Lists and Registers

Information including:

- Asset Register
- Register of Members' Interests (where published through the relevant authority)

Class 7 – Services We Offer

Information relating to services, facilities and activities provided by the Council.

4. Making a Freedom of Information Request

Requests for information should be submitted in writing and include:

- The applicant's name
- A correspondence address or email address
- A clear description of the information requested

Requests should be sent to:

The Clerk

Penton Grafton Parish Council

Heidi Easton

clerk@pentongrafton-pc.gov.uk

Requests may be submitted by email or post.

5. Timescales

The Council will normally respond within 20 working days of receiving a valid request.

Where clarification is required, the statutory time period will commence once clarification has been received.

6. Exempt Information

Some information may be exempt from disclosure under the Freedom of Information Act.

Examples may include:

- Personal data protected by data protection legislation

- Information provided in confidence
- Legally privileged information
- Commercially sensitive information
- Information relating to ongoing investigations

Where information is withheld, the Council will explain the reason for the refusal and provide details of any applicable exemption.

7. Fees and Charges

The Council will endeavour to provide information electronically wherever possible at no charge.

Charges for Routine Requests

The Council may charge the actual cost of providing information as follows:

Penton Grafton Parish Council will normally provide information electronically free of charge. Where paper copies are requested, the Council reserves the right to charge the actual cost of photocopying, printing and postage. Clerk time spent locating, retrieving or preparing information will not normally be charged unless permitted under the Freedom of Information Act 2000 and associated regulations.