



## ANSTY AND STAPLEFIELD PARISH COUNCIL

### **Freedom Of Information Policy**

## **INTRODUCTION**

### **1. The Freedom of Information Act**

- 1.1. The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

### **2. The Council's Commitment to the Act**

- 2.1. The Council is committed to openness and accountability and already makes large amounts of information available to the public via the Ansty and Staplefield Parish Council web site [www.anstystaplefield-pc.gov.uk](http://www.anstystaplefield-pc.gov.uk) and village noticeboards.

### **3. Publication Scheme**

- 3.1. The council will:
- 3.1.1. Make as much information as possible available via the publication scheme
  - 3.1.2. Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
  - 3.1.3. Where, exceptionally, it is believed it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), the council will:
    - Advise you why, and give an estimated date by which the information will be provided, and
    - Provide as much of the information as possible within the earlier timescale.
  - 3.1.4. Apply exemptions appropriately and consistently
  - 3.1.5. Ensure that any fees charged are calculated appropriately and consistently

### **4. How to Make a Request**

- 4.1. A large amount of information is freely available on the council's website, which can be found at [www.anstystaplefield-pc.gov.uk](http://www.anstystaplefield-pc.gov.uk)
- 4.2. If you are unable to find the information you are looking for, you can request the information directly from the council. The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood.
- 4.3. Requests should be made to: The Clerk, Ansty and Staplefield Parish Council via email at [clerk@anstystaplefield-pc.gov.uk](mailto:clerk@anstystaplefield-pc.gov.uk). Please contact the clerk via email or phone on 07437 703411 to obtain the postal address.
- 4.4. The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

### **5. Complaints**

- 5.1. The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you

received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

- 5.2. If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 5.3. If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address:

The Information Commissioner's Office

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire

SK9 5AF

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone: 0303 123 1113

## 6. Charges

- 6.1. Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 6.2. Information which is published and accessed on the council's website is provided free of charge.
- 6.3. Charges will be made for actual disbursements incurred as detailed below.

### Schedule of Charges

| Information to be published                                                                                                                                                    | How the information can be obtained | Charge            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------|
| <b>Class 1. Who we are and what we do.</b> (Organisational information, locations and contacts, constitutional and legal governance)                                           |                                     |                   |
| Who's who on the council and its committees                                                                                                                                    | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Contact details for the Clerk and council members                                                                                                                              | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Location of main council office and accessibility details Hard copy                                                                                                            | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Staffing structure                                                                                                                                                             | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| <b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |                                     |                   |
| Full accounts and audit report                                                                                                                                                 | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Finalised budget                                                                                                                                                               | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Precept                                                                                                                                                                        | Website                             | Free              |
|                                                                                                                                                                                | Hard Copy                           | Disbursement Cost |
| Borrowing Approval letter                                                                                                                                                      | Website                             | Free              |

|                                                                                                                                                                                                                                                                                                                                                         |           |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Financial Standing Orders and Regulations                                                                                                                                                                                                                                                                                                               | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Grants given and received                                                                                                                                                                                                                                                                                                                               | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| List of current contracts awarded and value of contract                                                                                                                                                                                                                                                                                                 | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Members' allowances and expenses                                                                                                                                                                                                                                                                                                                        | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)                                                                                                                                                                                                        |           |                   |
| Business Plan / Vision Document                                                                                                                                                                                                                                                                                                                         | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Annual report to Town Conference / Parish Assembly                                                                                                                                                                                                                                                                                                      | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| <b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)                                                                                                                                                                                                                                                             |           |                   |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                                                                                                                                                                                                                               | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Agendas of meetings (as above)                                                                                                                                                                                                                                                                                                                          | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting                                                                                                                                                                                                                                 | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Responses to consultation papers                                                                                                                                                                                                                                                                                                                        | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                      | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)                                                                                                                                                                                                   |           |                   |
| <u>Policies and procedures for the conduct of council business:</u><br>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements                                                                                                                           | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| <u>Policies and procedures about the employment of staff:</u><br>Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Record management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                 | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                | Website   | Free              |
|                                                                                                                                                                                                                                                                                                                                                         | Hard Copy | Disbursement Cost |
| <b>Class 6 – Lists and Registers</b><br>(Currently maintained lists and registers)                                                                                                                                                                                                                                                                      |           |                   |

|                                                                                                                                                             |                                                                   |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)          | Hard copy (some information may be available for inspection only) | Disbursement Cost |
| Asset Register                                                                                                                                              | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| Register of members' interests                                                                                                                              | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| Register of gifts and hospitality                                                                                                                           | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| <b>Class 7 – The services we offer</b> (Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered) |                                                                   |                   |
| Community centres, pavilions and village halls                                                                                                              | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| Parks, playing fields and recreational facilities                                                                                                           | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| Seating, litter bins, clocks, Bus shelters, memorials and lighting                                                                                          | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| Newsletters                                                                                                                                                 | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                       | Website                                                           | Free              |
|                                                                                                                                                             | Hard Copy                                                         | Disbursement Cost |

### **Schedule of Charges**

| Type of Charge    | Description                                    | Basis of Charge                                           |
|-------------------|------------------------------------------------|-----------------------------------------------------------|
| Disbursement cost | Photocopying @ 10p per sheet (black & white)   | Actual cost *                                             |
|                   | Photocopying @ 20p per sheet (colour)          | Actual cost *                                             |
|                   | Postage                                        | Actual cost of Royal Mail standard 2nd class              |
|                   | Time Spent Collating the requested information | Where appropriate £30 per hour, minimum charge of 1 hour. |

**\* the actual cost incurred**

**Date Adopted:** August 2026