

**IRON ACTON PARISH COUNCIL
FREEDOM OF INFORMATION AND PUBLICATION PROCEDURES**

A. FREEDOM OF INFORMATION POLICY AND PROCEDURES

1. INTRODUCTION

- a. Iron Acton Parish Council is committed to making information readily available to its parishioners and the general public in accordance with the requirements and spirit of the Freedom of Information Act 2000.
- b. The Council has published on its website the principal financial and policy documents to ensure that they are readily available. Where individuals do not have access to the internet the Council will provide hard copies, on request.
- c. The Council has set out the details of the information it has published, and of further material that is available on request, in the schedule "Information Available from Iron Acton Parish Council Under the Model Publication Scheme" at B. below. The schedule is in conformity with the model developed by the Information Commissioner's Office.

2. PROCEDURES FOR FREEDOM OF INFORMATION REQUESTS

- a. In normal circumstances, the Council would expect members of the public to obtain the information they seek from its website, where it has been published there.
- b. Where they do not have access to material on the internet or the information sought is not on the Council's website, Freedom of Information requests should be addressed in writing to the Clerk of the Council at the address set out in the Model Publication Scheme schedule at B. below.
- c. Where such requests are received, the Council will endeavour to deal with them promptly and at least within the 20 working day limit specified by the Information Commissioner's Office. In most cases requests will be dealt with without charge, but the Council reserves the right to recover direct costs where these are significant.

- d. The Council will be as helpful as it can be in dealing with requests, but may refuse, at its discretion, repeated, onerous and vexatious requests in line with guidance published by the Information Commissioner's Office.

B. INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

(see schedule over page)

INFORMATION AVAILABLE FROM
IRON ACTON 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 CAN DO		
Who is on the Council, and it's Committees	Available on Parish Council web site, or paper copy available by contacting the Clerk.	Nil
Contact details for Parish Clerk and Council members	Parish Clerk contact details below, on Parish Notice Boards, available on Parish Council website or by contacting the Clerk.	
Location of main Council office and accessibility details.	Not applicable.	
Staffing structure.	Not applicable.	
Class 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Annual Return Form	Available on Parish Council website or by contacting the Clerk.	Nil
Report by Independent Internal Auditor	Available on Parish Council website or by contacting the Clerk.	
Finalised Budget	Available on Parish Council website or by contacting the Clerk.	
Precept	Available on Parish Council website or by contacting the Clerk.	
Borrowing Approval Letter	Not applicable.	
Financial Standing Orders and Regulations	Available on Parish Council website or by contacting the Clerk.	
Grants given and received	Electronic or paper copy available by contacting the Clerk.	
List of current contracts awarded and value of contract	Electronic or paper copy available by contacting the Clerk.	
Members' allowances and expenses	N/A	

Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Parish Plan (current and previous year as a minimum)	Not applicable.	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on Parish Council website or by contacting the Clerk.	
Quality Status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
Class 4 – HOW WE MAKE DECISIONS		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	On Parish notice boards and available on Parish Council website or by contacting the Clerk.	Nil
Agendas of meetings (as above)	Current agenda on Parish notice boards, and available on Parish Council website or by contacting the Clerk. Previous agendas available by contacting the Clerk.	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Available on Parish Council website or by contacting the Clerk.	
Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Available on Parish Council website or by contacting the Clerk.	
Responses to consultation papers	Available on Parish Council website or by contacting the Clerk.	
Responses to planning applications	Available on Parish Council website or by contacting the Clerk.	
Bye-Laws	Available on Parish Council website or by contacting the Clerk.	
Class 5 – OUR POLICIES AND PROCEDURES		
Policies and Procedures for the conduct of Council business: Procedural Standing Orders Code of Conduct Policy Statements	Available on Parish Council website or by contacting the Clerk.	
Policies and procedures for the provision of services and about the employment of staff: Policies and Procedures for handling requests for information	Available on Parish Council website or by	

Complaints procedures (including those covering requests for information and operating the publication scheme)	contacting the Clerk.	Nil
Information Security Policy	Available on Parish Council website or by contacting the Clerk.	
Records Management Policy (records retention, destruction and archive)	Available on Parish Council website or by contacting the Clerk.	
Data Protection Policies	Available on Parish Council website or by contacting the Clerk.	
Schedule of Charges (for the publication of information)	Available on Parish Council website or by contacting the Clerk.	
Class 6 – LIST OF REGISTERS		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection of Records available by contacting the Parish Clerk.	Nil
Assets Register	Available on Parish Council website or by contacting the Clerk.	
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)	Not applicable.	
Register of Members' Interests	Paper copy available by contacting the Parish Clerk.	
Register of Gifts and Hospitality	Electronic or paper copy available by contacting the Parish Clerk.	
Class 7 – THE SERVICES WE OFFER		
Allotments	Electronic or paper copy available by contacting the Parish Clerk.	Nil
Burial Grounds and Closed Churchyards	Inspection of Records available by contacting the Parish Clerk.	
Community Centres and Village Halls	Not applicable.	
Parks, playing fields and recreational facilities	Electronic or paper copy available by contacting the Parish Clerk.	
Seating, litter bins, clocks, memorials and lighting	Electronic or paper copy available by contacting the Parish Clerk.	
Bus Shelters	Electronic or paper copy available by contacting	

	the Parish Clerk.	
Markets	Not applicable.	
Public Conveniences	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)	Electronic or paper copy available by contacting the Parish Clerk.	

Contact Details:

Ms Donna Beal
Clerk

Tel:- (01454) 501134

Iron Acton Parish Council
33 Hatherley
Yate
BRISTOL BS37 4LT

Email:- clerk@ironactonparishcouncil.com

SCHEDULE OF CHARGES

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

NB – Iron Acton Parish Council will make no charge for photocopying of items.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 st Class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

*the actual cost incurred by the public authority

Other		
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Approved: 22/03/2016

Minute No: 09-03-16