



## FREEDOM OF INFORMATION GUIDE

Document History		Next Review
Date	Reason	
May 2023	Reformatted and extra section added to describe the process of handling a Freedom of Information request.	May 2024
May 2022	Reviewed with no changes	
Jul 2020	Initial document adopted.	

### INFORMATION TO BE PUBLISHED

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
<b>Who's who on the Council and its Committees</b>	
Contact details for Parish Clerk and Council members	Website, Hard copy, Email. Clerk contact details are also published on the Parish Noticeboard, in the Great Yarmouth Mercury Village News and the District Council website ( <a href="https://www.broadland.gov.uk/councils-and-politics/district-councils/south-norfolk-and-broadland/parish-clerks-my-area">Broadland District Council Parish Clerks - My Area (southnorfolkandbroadland.gov.uk)</a> );
<del>Location of main Council office and accessibility details</del>	
Staffing structure	Website, Hard copy, Email
<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) Current and previous financial year as a minimum	
Annual return form and report by auditor	Website, Hard copy, Email
Finalised budget	Website, Hard copy, Email
Precept	Hard copy, email

<del>Borrowing Approval letter</del>	N/a
Financial Standing Orders and Regulations	Website, Hard copy, Email
Grants given and received	Hard copy, Email
List of current contracts awarded and value of contract	Hard copy, Email
Members' allowances and expenses	Hard copy, Email
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<del>Parish Plan (current and previous year as a minimum)</del>	N/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy, Email
<del>Quality status</del>	N/a
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard copy, Email
Agendas of meetings (as above)	Website, Hard copy, Email
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard copy, Email
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, Email
Responses to consultation papers	Hard copy, Email
Responses to planning applications	Hard copy, Email
<del>Bye-laws</del>	N/a

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Website, Hard copy, Email
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy 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, Hard copy, Email
Information security policy	Website, Hard copy, Email
Records management policies (records retention, destruction and archive)	Website, Hard copy, Email
Data protection policies	Website, Hard copy, Email
Schedule of charges (for the publication of information)	Website, Hard copy, Email
<b>Class 6 – Lists and Registers</b> 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)	Hard Copy, Email
Assets Register	Hard copy, Email

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, Email
Register of members' interests	Website, Hard copy, Email, Broadland District Council website
Register of gifts and hospitality	Hard copy, email
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	N/a
Burial grounds and closed churchyards, graveyard maintenance	N/a
Community centres and village halls	N/a
Parks, playing fields and recreational facilities	Website, Hard copy, Email
Seating, litter bins, clocks, memorials and lighting	Hard copy, Email
Bus shelters	N/a
Markets	N/a
Public conveniences	N/a
Agency agreements	N/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a

## PROCESS FOR DEALING WITH FREEDOM OF INFORMATION REQUESTS

The process of dealing with Freedom of Information Requests is as follows:<sup>1</sup>

- **Raising a request** giving name, address and contact details and an indication that the request is made under the Freedom of Information Act
- **Acknowledgment** of request, and advice of timescales including legal obligation to provide within 20 days, and standard text on circumstances in which the request may be refused, and other constraints such as data protection.
- **Assessment** of request, updating the requestor with the outcome
- **Either provision** of information in full or part
- **Or refusal** notified to the requestor. This may be because the information is not held, it is too difficult to pull the information together, or the request is vexatious.<sup>2</sup> Reference will be made to the ICO guidance to make this assessment. Parish Council would be consulted as part of this process. In refusing a vexatious request, the requestor would be advised of the refusal and the fact that subsequent requests on the same subject should not be submitted. If they are, they will be refused on the same grounds. Again, ICO guidance may be cited or shared with the requestor.
- **Appeals** process – with time limits, in the first instance to the Parish Council, but with escalation route to ICO if necessary. Three months is given as a recommended time limit for appeals to ICO in the ICO guidance.

**Records management** – ‘Freedom of Information requests’ are in the File Retention Policy with a retention period of 3 years.

## 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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost –paper and ink etc.
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price.

\* the actual cost incurred by the public authority

<sup>1</sup> Summarised from [Request handling, Freedom of Information – Frequently Asked Questions | ICO](#)

<sup>2</sup> [When can we refuse a request for information? | ICO](#) accessed 22/02/2023

**Please note: hard copies and copies via email from the clerk - see contact details below:**

**Contact details: via Parish Clerk,  
refer to website for details**

**Website: [www.freethorpe.pc@gmail.com](mailto:www.freethorpe.pc@gmail.com)**

**Email: [Freethorpe.pc@gmail.com](mailto:Freethorpe.pc@gmail.com)**

**Telephone: 07979096892**