



# LANGTREE PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Adopted by Council 8th March 2018

Langtree Parish Council aims to be an open and fair organisation and welcomes enquiries from the public at all times. Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Parish Council's responsibility to make them available.

To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit [www.legislation.gov.uk](http://www.legislation.gov.uk)). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. Langtree Parish Council bases its costs on 10p per page and £25 per hour to cover location and extraction of information. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <ul style="list-style-type: none"> <li>• Who's who on the Council and its Committees</li> <li>• Contact details for Parish Clerk and Council members</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <ul style="list-style-type: none"> <li>• Annual return form and report by auditor</li> <li>• Finalised budget</li> <li>• Precept</li> <li>• Borrowing Approval letter</li> <li>• Financial Standing Orders and Regulations</li> <li>• Grants given and received</li> <li>• List of current contracts awarded and value of contract</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Parish Plan</li> <li>• Annual Report to Parish or Community Meeting</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>
<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of meetings</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings</li> <li>• Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</li> <li>• Responses to consultation papers</li> <li>• Responses to planning applications</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>

<p><b>Class 5 – Our policies and procedures</b></p> <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> <li>• Policy statements</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Data protection policies</li> <li>• Schedule of charges (for the publication of information)</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets register</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>
<p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>• Allotments</li> </ul>	<p>Website.</p> <p>If hard copy required contact Parish Clerk</p>	<p>Free</p>