

**Freedom of Information/
Publication Policy**

**This Freedom of
Information/Publication Policy
was adopted by
Mountfield Parish Council
at the Meeting on
11th July 2017**

MOUNTFIELD PARISH COUNCIL

INTRODUCTION

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. The Act requires every public authority to adopt and maintain a generic model publication scheme and Mountfield Parish Council has now adopted the scheme. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council routinely publishes or otherwise makes available to the public.

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not referred to in this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk.

The Council is committed to openness and accountability and already makes large amounts of information available to the public through its website.

MODEL PUBLICATION SCHEME

This scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

It commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

The scheme commits the Council

- To proactively publish or otherwise make available, as a matter of routine, information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available, as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is routinely made available, so that it can be easily identified and accessed by members of the public.
- To review and update, on a regular basis, the information the Council makes available under this scheme.
- To produce schedule of fees charged for access to this information.
- To make this publication scheme available to the public.

CLASSES OF INFORMATION

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

The classes of information will not generally include

- Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is not longer readily available, as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

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The method by which information published under this scheme will be made available below. The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Most information will be provided on the Council's website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME
The purpose of this scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published information will be justified and kept to a minimum.

Material which is published on the Council's website will be provided free of charge.

Charges may be made for actual disbursements incurred such as

- Photocopying.
- Postage and packing.
- Staff costs directly incurred as a result of researching or view information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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CONTACT DETAILS

Irene Marchant - Parish Clerk/Responsible Financial Officer
 St. Giles, Woods Corner, Dallington, East Sussex TN21 9LA
 01424 838414/07711 22 4150
 email - irene@marchant9537.plus.com
 website - www.mountfield.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 5p/A4 sheet, black and white	Actual cost
	Photocopying at 10/A4 sheet, colour	Actual cost
	Postage, 1st or 2nd class	Actual cost
Statutory Fee		In accordance with the relevant legislation
Research or viewing arrangements	Staff/administrative costs	£25/hour, minimum charge

INFORMATION TO BE PUBLISHED

	HOW THE INFORMATION CAN BE OBTAINED
CLASS 1 - Who we are and what we do Who's who on the Council Contact details for Clerk and Members	Website Noticeboard Hard copy
CLASS 2 - What we spend and how we spend it Annual Return form and report by auditor Finalised budget Precept Standing Orders/Financial Regulations Grants received and given	Website Hard copy
CLASS 3 - What our priorities are and how we are doing Annual report to Parish Assembly	Website Hard copy
CLASS 4 - How we make decisions Current and previous year's Council minutes Timetable of meetings Agendas of meetings Minutes of meetings - note: these will exclude information that is properly regarded as private to the meeting Responses to planning applications	Website Hard copy
CLASS 5 - Our policies and procedures All Council adopted policies and procedures	Website Hard copy
CLASS 6 - Lists and registers Currently maintained lists and registers Register of Members' Interests	Website Hard copy
CLASS 7 - The services we offer Information about the services we offer	Website Hard copy
ADDITIONAL INFORMATION This will provide Councils with the opportunity to publish information that is not itemised above	On request and if in accordance with the Data Protection Act Hard copy

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COMPLAINTS PROCEDURE

The Council will normally expect the Clerk to understand what information you have asked for and to be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information you have asked for is not available, The Clerk will tell you why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our Complaints Procedure at <http://mountfield.org.uk/parish-documents/>

If you have followed the Council's Complaints Procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter.