

FREEDOM OF INFORMATION ACT 2000

The Council will publish much of the information on its website www.unstone.org.uk. Information will however be available in other formats as requested.

The scheme lists who you need to contact to ask for information and gives their phone number and email address.

Information listed in the scheme may be obtained by various methods:-

- (i) by writing to the Council at the address given in the scheme;
- (ii) by e-mail request to the address set out in the scheme
- (iii) by request from our website www.unstone.org.uk
- (iv) by telephoning 07841529122

The FOIA created a general right of access to information. It also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights. If the information requested is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk/

Charges

We plan to make as much information available as possible without charging for it.

- Free of charge on the website. For those without Internet access, a print out would be available from the Clerk who is responsible for the day to day operations. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying and postage. We would let you know if a charge was involved at the time you make your request

Any charges made will be calculated using the Fee Regulations determined under the Act.

Where a charge is payable, payment will be required, before the information can be provided to you.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

Complaints

We would normally expect the Clerk to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the Clerk.

If the information you asked for is not available, the Clerk will tell you why.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available from the Clerk).

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 to ask them to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 email: data@dataprotection.gov.uk.

Information available from Unstone Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council	Website	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Magazine	Free Free
Staffing structure	Hard Copy –Contact Clerk	10p sheet
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free

Precept	Website	Free
Borrowing Approval letter	Clerk	10p sheet
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	
Annual Report to Parish	Website Hard copy – contact Clerk	Free 10p sheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free

Responses to consultation papers	Hard copy- contact Clerk	10p sheet
Responses to planning applications	Hard copy- contact Clerk	10p sheet
Bye-laws	Hard copy – contact Clerk	10p sheet
Class 5 – Our policies and procedures (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 Code of Conduct Complaints procedures Records management policies (records retention, destruction and archive) Data protection policies	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Recruitment policies (including current vacancies)	Hard copy – contact Clerk	10p sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Inspection – contact Clerk	10p sheet
Assets Register	Hard copy – contact Clerk	10p sheet
Disclosure log	Hard copy – contact Clerk	10p sheet
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy – contact Clerk	10p sheet
Class 7 – The services we offer (Information about the services we offer) Current information only	(hard copy or website; some information may only be available by inspection)	
Unstone Village Hall	Website	Free
Seating, Litter bins, Memorials and lighting	Website	Free

Contact details: Clerk to Unstone Parish Council
The Fred Hopkinson Memorial Hall, Crow Lane, Unstone, S18 4AL
Tel/Fax 07841529122
e-mail clerk@unstone.org.uk
Web-site www.unstone.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Other formats available on request	Charges will be announced after enquiry which will be based on the actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	n/a	
* the actual cost incurred by the public authority		