



# FREEDOM OF INFORMATION MODEL PUBLICATIONS SCHEME

Re-adopted 5<sup>th</sup> May 2021 – Minute no 0179/21

The Parish Council adopted the Model Publication Scheme, which came into effect from 1st January 2009. The Scheme enables members of the public to view and access information held by the Parish Council.

## **OBTAINING INFORMATION AND INFORMATION HELD**

There are three ways to obtain information:

### **Parish Council website**

The website holds the type of information which the Council routinely publishes eg Agendas and Minutes. The information you want may already be included in the Publication Scheme – so please check the documents on the website first.

### **Inspect documents held by the Clerk**

If you wish to view certain documents, you should contact the Clerk, either via the facility on the website, by telephone, or in writing. Some documents could require some time to locate, so it may be necessary to make an appointment.

### **Individual written request**

If the information is not included in the Publication Scheme or on the web site, you may send a written request to:

- The Parish Clerk, Crich Parish Council, Glebe Field Centre, Glebe Field Close, Crich, Derbyshire. DE4 5EU
- Your request must include your name, address for correspondence, and a description of the information you require.

## **COUNCIL'S RESPONSE TO A WRITTEN REQUEST**

Within 20 working days of receipt of your written request the Council will:

- Confirm to you whether or not it holds the information.
- Advise you if a fee will be charged.
- Provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

## **FEES**

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- Refuse the request; *or*
- Comply with the request and charge for allowable costs as prescribed in the Regulations; *or*
- Comply with the request free-of-charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

## **EXEMPTIONS**

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the General Data Protection Regulation (GDPR), or commercially confidential information.

## **FURTHER HELP**

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

## **COMPLAINTS**

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above.

If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 01625 545700  
E-mail: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

## Information available from Crich Parish Council under the Model Publication Scheme

### Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p per A4 sheet
Staffing structure	Not applicable	Not applicable

### 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)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Website Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website via Minutes Hard copy	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Website via Minutes Hard copy	Free 10p per A4 sheet
Members' allowance– Chair only	Website via Minutes Hard copy	Free 10p per A4 sheet

## Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Crich Parish Neighbourhood Plan 2018	Website Hard copy	Free 10p per A4 sheet
Annual Report to Parish or Community Meeting	Website Hard copy	Free 10p per A4 sheet
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable

## Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings NB: this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to Council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website via Minutes AVBC website Hard copy	Free Free 10p per A4 sheet
Bye-laws	Not applicable	Not applicable

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
This will be current information only.

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural Standing Orders Committee and sub-committee Terms of Reference Delegated authority in respect of Officers Code of Conduct Policy statements</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>
<p>Information security policy</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>
<p>Data protection policies</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website Hard copy</p>	<p>Free 10p per A4 sheet</p>

## Class 6 – Lists and Registers

Currently maintained lists and registers only.

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	Hard copy Some information may only be available by inspection	10p per A4 sheet
Assets register	Hard copy	10p per A4 sheet
Disclosure log	Website via Minutes	Free
Register of members' interests	AVBC website Hard copy	Free 10p per A4 sheet
Register of gifts and hospitality	AVBC website Hard copy	Free 10p per A4 sheet

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  
Current information only.

Information to be published	How the information can be obtained	Cost
Allotments	Information – contact Clerk	Free
	Hard copy - annual application form	Free
Burial grounds and closed churchyards	Information – contact Clerk.	Free
	E-mails all	Free
	Hard copies: Burial Ground plan Rules and Regulations	10p per A4 sheet 10p per A4 sheet
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Information – contact Clerk	Free
Seating, litter bins, memorials	Information – contact Clerk	Free
Bus shelters	Not applicable	Not applicable

Markets	Not applicable	Not applicable
Public conveniences	Information – contact Clerk	Free
Agency agreements	Not applicable	Not applicable
Services for which the council is entitled to recover a fee, together with those fees, eg burial fees	Information – contact Clerk E-mails all Hard copies: Burial form Memorial/tablet form	Free Free 10p per A4 sheet 10p per A4 sheet

## Contact details:

Carolyn Jennings – Parish Clerk

Crich Parish Council  
Glebe Field Centre  
Glebe Field Close  
Crich  
Derbyshire  
DE4 5EU

- Tel: 01773 853928
- E-mail: [clerk@crich-pc.gov.uk](mailto:clerk@crich-pc.gov.uk)
- Website: [crich-pc.gov.uk](http://crich-pc.gov.uk)

## SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Standard charge
	Photocopying @ 20p per sheet (colour)	Standard charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Freedom of Information request	Disbursement cost as above. If estimated staff costs exceed £450 to locate/compile, £20 per hour	Freedom of Information Act
Statutory fee		In accordance with relevant legislation