



## **FREEDOM OF INFORMATION ACT 2000**

At the Parish Council meeting on the 4 November 2008 the Council RESOLVED; 'to adopt the new model publication scheme, in line with section 20 of the Freedom of Information Act 2000, without modification.

We plan to make much of the information available on our website [www.holymoorsideandwaltonparishcouncil.co.uk](http://www.holymoorsideandwaltonparishcouncil.co.uk). Information will however be available in other formats such as printed copies.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their 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.holymoorsideandwaltonparishcouncil.co.uk](http://www.holymoorsideandwaltonparishcouncil.co.uk)
- (iv) by telephoning 01246 271495.

We will make paper copies of the publication scheme available at the Village Hall at a mutually convenient time.

## **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 named officer 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
- Free of Charge to view at the Village Hall. An appointment may be necessary.

If you need a lot of printed material we may charge you. Any charges made will be calculated using the Fee Regulations determined under the Act.

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

## **Complaints**

We would normally expect the named officer 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 named officer.

If the information you asked for is not available, the named officer 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 Parish 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 him 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](mailto:data@dataprotection.gov.uk).

## Information available from Holymoorside & Walton Parish Council under the model publication scheme

Information to be published	How the information can be obtained – for cost of information please see end of this document
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Information available on web site, in newsletters, notice boards and from any member of administration staff</p>
<p>Who's who on the Council and its Committees</p>	<p>Website, minutes &amp; newsletters</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Information available on web site, in newsletters, notice boards and from any member of administration staff</p>
<p>Location of main Council office and accessibility details</p>	<p>Information available on web site, in newsletters, notice boards and from any member of administration staff</p>
<p>Staffing structure</p>	<p>Information available on web site, hard copy or from any member of administration staff</p>
<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Information available via hard copy or will send e-mail out</p>
<p>Annual return form and report by auditor</p>	<p>Information available via hard copy</p>
<p>Finalised budget</p>	<p>Information available via hard copy or e-mail</p>

Precept	Information available in annual report, via hard copy or e-mail
Borrowing Approval letter	Information available via hard copy or e-mail
Financial Standing Orders and Regulations	Information available via hard copy or e-mail
Grants given and received	Information in minutes or available via hard copy
List of current contracts awarded and value of contract	Information in minutes or available via hard copy
Members' allowances and expenses	Information in minutes or available via hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Information in minutes or available via hard copy, some information on website
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Information provided on website, via hardcopy and in newsletter, all at no cost. Hard copy also on internal noticeboard
Quality status	Information on website or available via hardcopy or e-mail
Local charters drawn up in accordance with DCLG guidelines	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	Minutes published and placed on noticeboard, on website and available via hardcopy or e-mail
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Information available via web site, hard copy , newsletter or e-mail
Agendas of meetings (as above)	Information available via web site, hard copy or e-mail
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Information available via web site, hard copy or e-mail
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Information available via hard copy
Responses to consultation papers	Information available via hard copy or e-mail

Responses to planning applications	Information available via hard copy or e-mail
Bye-laws	Information available via hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Information available via hard copy or e-mail, some information on the website
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Information available via hard copy
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)	Information available via hard copy
Information security policy	Information available via hard copy
Records management policies (records retention, destruction and archive)	Information available via hard copy
Data protection policies	Information available via hard copy
Schedule of charges (for the publication of information)	Refer to this schedule
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets Register	Hard copy
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 or website
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
<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	Hard copy or website; some information may only be available by inspection
Allotments	Hard copy
Burial grounds and closed churchyards	N/A
Community centres and village halls	Hard copy
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A

**Contact details: Kate Brailsford, Clerk to Holymoorside & Walton Parish Council**  
**15 Deerlands Road, Wingerworth, Chesterfield, S42 6UL**  
**Tel; 01246 271495 e-mail; [handwpc@tiscali.co.uk](mailto:handwpc@tiscali.co.uk)**  
**[holymoorsideandwaltonparishcouncil.co.uk](http://holymoorsideandwaltonparishcouncil.co.uk)**

## **SCHEDULE OF CHARGES;**

**Free information from web or newsletter, published by the parish council**

**10p per A4 B&W copy**

**15p per colour copy**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority