

## HAWKWELL PARISH COUNCIL

### FREEDOM OF INFORMATION PROCEDURE

#### Classes of Information within the Scheme

#### Access Format

<p><b>Who we are and what we do:</b> Organisational information, structures, locations and contacts</p>	<p>W = Website I = Inspection E = E-mail P = Paper Copy</p>
<ul style="list-style-type: none"> <li>• <b>Council Structure</b></li> <li>• <b>Councillors details</b></li> <li>• <b>Staffing Structure</b></li> <li>• <b>Location</b></li> <li>• <b>Contact Details</b></li> </ul>	<p>W W W W W</p>
<p><b>What we spend and how we spend it:</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts</p>	
<ul style="list-style-type: none"> <li>• <b>Annual Return Form</b></li> <li>• <b>Annual Accounts – Balance Sheet</b></li> <li>• <b>Auditors’ Reports</b></li> <li>• <b>Budget &amp; Precept Demand</b></li> <li>• <b>Current contracts</b></li> <li>• <b>Financial Regulations</b></li> </ul>	<p>I/P W I/P I/E/P I W/I/E/P</p>
<p><b>What our priorities are and how we are doing</b> Strategy and performance information, plans, assessments, inspections and reviews</p>	
<ul style="list-style-type: none"> <li>• <b>Annual Reports</b></li> <li>• <b>Quality Status</b></li> <li>• <b>Operational Plans</b></li> </ul>	<p>W W I/E/P</p>
<p><b>How we make decisions:</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</p>	
<ul style="list-style-type: none"> <li>• <b>Timetable of meetings</b></li> <li>• <b>Agendas and Minutes of all Council meetings open to the public</b> (excluding information that is properly regarded as private to the meeting)</li> <li>• <b>Reports presented to Council when open to the public</b></li> <li>• <b>Responses to Planning Applications</b></li> <li>• <b>Record of the Annual Parishioners Meeting</b></li> </ul>	<p>W W  I/E/P W W</p>
<p><b>Our Policies and Procedures:</b> Current written protocols for delivering our functions and responsibilities</p>	

<ul style="list-style-type: none"> <li>• <b>Standing Orders</b></li> <li>• <b>Health &amp; Safety</b></li> <li>• <b>Equal Opportunities</b></li> <li>• <b>Complaints Handling</b></li> <li>• <b>Risk Assessment</b></li> <li>• <b>Records Management</b></li> <li>• <b>Fiscal/Reserves</b></li> <li>• <b>Freedom of Information</b> (including Fee structure)</li> </ul>	<p>W I/E/P I/E/P I/E/P I/E/P I/E/P W</p>
<p><b>Lists and registers</b> Information held in registers required by law and other lists and registers relating to the functions of the Parish Council</p>	
<ul style="list-style-type: none"> <li>• <b>Asset Register</b></li> <li>• <b>Register of Councillors' Interests</b></li> <li>• <b>Register of gifts and hospitality</b></li> </ul>	<p>I I I</p>
<p><b>The Services we offer</b> Information about the services we offer, advice and guidance, leaflets and newsletters. Details of the services offered.</p>	
<ul style="list-style-type: none"> <li>• <b>Parks</b> (Magnolia Park, Spencers Park, Glencroft Open Space)</li> <li>• <b>Play Areas</b> (Magnolia Park, Elizabeth Close)</li> <li>• <b>Street Furniture</b> (Bus Shelters, Seats, Litter &amp; Dog bins, Village Signs, Noticeboards, Footpath Map Signs)</li> <li>• <b>Street Lights</b> (Locations, Maintenance and Supply)</li> <li>• <b>Newsletters</b></li> </ul>	<p>I/E  E E  E/P W</p>

## Exemptions

The classes of information not included within the scheme include:

- Information the disclosure of which is prevented by law.
- Information that is exempt under the Freedom of Information Act; for example personal data about individuals which is protected by the Data Protection Act 1998 or commercially confidential information.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in the archive storage or is difficult to access for similar reasons.

## Written Requests

Information held by the Council that is not included in this publication scheme can be requested in writing to:

The Parish Clerk, r/o Hawkwell Village Hall, Main Road, Hawkwell, Essex SS5 4EH.

Requests must include your name, address for correspondence and a description of the information required. The Council will respond within 20 working days of receipt of your written request and:

- Confirm to you whether or not it holds the information;
- Advise you if a fee will be charged; and
- Provide the information (after any relevant fee has been paid).

## Fees

The Act only allows the Council to charge for answering Freedom of Information requests when estimated staff costs involved in locating and/or compiling the information exceeds £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. In the unlikely event that this happens the Council will work with the enquirer to find a way of getting the cost down to an acceptable level by refining the request.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum. Fees for actual Disbursements are as follows:

	<b>FEES</b>
<b>Photocopy or Printing of documents</b>	<b>10p per sheet</b>
<b>Postage &amp; Packing</b>	<b>Recover Actual cost</b>
<b>Costs directly incurred as a result of viewing information</b>	<b>Actual cost</b>
<b>Electronic versions</b>	<b>Free</b>
<b>Website (Material access on the website)</b>	<b>Free</b>

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 the provision of the information.

## **Further Help**

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Clerk at that address above. 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

Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)