

## Haughley Parish Council – Freedom of Information Policy

Haughley Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant. The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

### **Model publication scheme**

From June 18 2019 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office.

### **Information about the Parish Council**

You can access a significant amount of information about the Parish Council on its website. If you need the information in an alternative format, please contact the Clerk to the Parish Council via email or in writing at the address shown below.

### **Making a request for information**

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email [clerk@haughley.org](mailto:clerk@haughley.org), or write to the Clerk. Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

### **Responding to your request**

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request. The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

### **Complaints**

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to: Mrs Claire Pizzey, Clerk to the Parish Council, 2 Broomspath Road, Stowupland, Stowmarket, Suffolk, IP14 4DB.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.  
Information available from Haughley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
<ul style="list-style-type: none"> <li>Who's who on the Council and its committees</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Contact details for Parish Clerk and Council Members</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Location of Clerks Office</li> </ul>	On website or noticeboard	
<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) Current & Previous Financial Year Current and previous financial years as a minimum)		
<ul style="list-style-type: none"> <li>Annual Return Form and Auditor's Report</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Finalised Budget</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Precept Details</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Financial Standing Orders and Regulations</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Grants given and received</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Members allowances and expenses</li> </ul>	Hard Copy from Clerk *	See below **
<ul style="list-style-type: none"> <li>List of contracts awarded and value of contract</li> </ul>	Hard Copy from Clerk *	See below **
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and Previous Financial Year		
<ul style="list-style-type: none"> <li>Annual report to Parish</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Minutes from Annual Parish Meeting</li> </ul>	On website or from Clerk*	See below **
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
<ul style="list-style-type: none"> <li>Agendas of meetings</li> </ul>	On website or noticeboard	
<ul style="list-style-type: none"> <li>Minutes of meetings (excluding information that is regarded as confidential to the meeting)</li> </ul>	On website or from Clerk*	See below **
<ul style="list-style-type: none"> <li>Reports presented to council meetings (excluding information that is regarded as confidential to the meeting)</li> </ul>	On request to the Clerk	See below **

<ul style="list-style-type: none"> <li>• Responses to consultation papers</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Responses to Planning applications</li> </ul>	Included within the minutes or on the Local Planning Authority website	See below *
<b>Class 5 – Our policies and procedures</b> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee terms of reference</li> <li>• Code of Conduct</li> </ul>	Contact the Clerk for any specific requests for any policies & procedures or visit the website	See below *
<b>Policies and procedures for the provision of services and about the employment of staff:</b> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	On request to the Clerk	See below **
<ul style="list-style-type: none"> <li>• Data Protection Policies</li> </ul>	On request to the Clerk	See below **
<ul style="list-style-type: none"> <li>• Schedule of charges for the publication of information</li> </ul>	Attached to this register	See below **
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
<ul style="list-style-type: none"> <li>• Any publicly available register or list</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Asset Register</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Disclosure log (indicating the information that has been provided in response to requests)</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Register of Members' Interest</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Charges Register of gifts and hospitality</li> </ul>	On request to the Clerk	See below *
<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		
<ul style="list-style-type: none"> <li>• Play Area, Playing Fields and Village Green</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Footpaths</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Trees</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Seating, litter bins, clocks and lighting</li> </ul>	On request to the Clerk	See below *
<ul style="list-style-type: none"> <li>• Bus shelters</li> </ul>	On request to the Clerk	See below *

<ul style="list-style-type: none"> <li>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</li> </ul>	On request to the Clerk	See below *
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Contact details: Mrs C Pizzey, Clerk & RFO  
 Haughley Parish Council  
 2 Broomspath Road  
 Stowupland  
 Stowmarket  
 Suffolk  
 IP14 4DB  
 T: 01449 677005 E: [clerk@haughley.org.uk](mailto:clerk@haughley.org.uk)

**SCHEDULE OF CHARGES** - where applicable:

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 class
Statutory fee		In accordance with the relevant legislation

\*hard copy will incur a fee – see table above

\*\*the actual cost incurred by the public authority