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## Freedom of Information Policy

### Introduction

Under the Freedom of Information Act 2000 (FOIA), Henshaw Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the ICO Model Scheme. The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Council by individual request. If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact: Clerk to Henshaw Parish Council at email: [henshawparishclerk@outlook.com](mailto:henshawparishclerk@outlook.com)

### Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website. Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

### Information not contained within the Publication Scheme and Exemptions

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 information is requested but 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](http://www.ico.gov.uk)

### Data Protection

You have the right to request access to the information we have on you. You can do this by contacting the Clerk as above.

### Charges

The Council's Fees and Charges are stated at the end of the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge. 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. A charge may be made for photocopies.

### Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

### Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was approved on 28 May 2019 and will be amended periodically as necessary. The Scheme will be reviewed annually.

# HENSHAW PARISH COUNCIL



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. Who's who on the Council and its Committees. Contact details for Parish Clerk and Council members.	Website Email Hard copy	Free Free 5p/sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Email Hard copy	Free Free 5p/sheet
Finalised budget	Website Email Hard copy	Free Free 5p/sheet
Precept	Website Email Hard copy	Free Free 5p/sheet
Financial Standing Orders and Regulations	Website Email Hard copy	Free Free 5p/sheet
Grants given and received	Email Hard copy	Free 5p/sheet
List of current contracts awarded and value of contract	Email Hard copy	Free 5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting	Website Email Hard copy	Free Free 5p/sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Email Hard copy	Free Free 5p/sheet
Agendas of meetings (as above)	Website Email Hard copy	Free Free 5p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy	Free Free 5p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 5p/sheet
Responses to consultation papers	Website Email Hard copy	Free Free 5p/sheet
Responses to planning applications	Website Email Hard copy	Free Free 5p/sheet

# HENSHAW PARISH COUNCIL



<b>Class 5 – Our policies and procedures</b>		
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	Website Email Hard copy	Free Free 5p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website Email Hard copy	Free Free 5p/sheet
Information security policy	Website Email Hard copy	Free Free 5p/sheet
Data protection policies	Website Email Hard copy	Free Free 5p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy	Free Free 5p/sheet
<b>Class 6 – Lists and Registers</b>		
Assets register	Website Email Hard copy	Free Free 5p/sheet
Register of members' interests	Website	Free
<b>Class 7 – The services we offer</b>		
Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting. Bus shelters.	Website Email Hard copy	Free Free 5p/sheet

**Contact details:** Michael Anthony Smith, Clerk to Henshaw Parish Council, c/o 1 Wilsons Cottages, Henshaw, Hexham, Northumberland, NE47 7EN. Tel: 01434 344647  
Email: [henshawparishcouncil@outlook.com](mailto:henshawparishcouncil@outlook.com) Web: <https://northumberlandparishes.uk/henshaw>

# HENSHAW PARISH COUNCIL



## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)
	Photocopying @ 10p per sheet (colour)
	Postage (Cost of Royal Mail 2 <sup>nd</sup> Class)
<b>Statutory Fee</b>	In accordance with relevant legislation
<b>Other</b>	