



Ripley Parish Council Office
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High Street
Ripley
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GU23 6AE
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www.ripleyparishcouncil.gov.uk

POLICY - FREEDOM OF INFORMATION & PUBLICATION SCHEME

Reviewed and adopted 16/05/2018 Minute 019/19

The Freedom of Information Act 2000

The Freedom of Information Act gives you the right to obtain information held by public authorities unless there are good reasons to keep it confidential.

The Information Commissioner's Office

The ICO is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure, such as covered by Data Protection legislation, are applied lawfully. Some information could be exempt from disclosure.

How do I make a request?

- Make the information as specific as possible. If your request is too broad the Council may ask you to clarify it. This could mean it takes longer to get the information.
- Provide as full a description as possible of the information you require.
- Be clear about the format you would prefer to receive the information in, for example, by e-mail or as a paper copy.

What happens once my request has been received?

Any request for information should be treated by the Council as a formal request for information and the Council suggests that e-mails or letters are clearly marked as freedom of information requests to avoid any confusion.

The Council must respond promptly to requests or, in any event, within 20 working days although the Council has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considering the public interest test, the Council must do so 'within a reasonable time.'

What if the information is refused?

Where the Council decides not to disclose the information requested it must give reasons for its decision, it must explain how the exemption or exception applies and it must explain the arguments under the public interest test. The Council must also inform you of your right to complain to the ICO.

How can the ICO help and what is the legal process?

You may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, you believe there has been excessive delay or if you wish to dispute the application of an exemption or refusals made on public interest grounds. The ICO may serve a decision notice on the Council either confirming the decision made by the Council or directing it to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court. If you or the Council disagrees with the ICO's decision you have 28 days to appeal to the independent **Information Tribunal**. The Information Tribunal may uphold the ICO's decision notice, amend it (for example change the time frame for release of information) or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

Additional Information

Additional guidance on the Freedom of Information Act is available on the ICO website at www.ico.gov.uk or by telephone to their helpline 01625 545745.

Model Publication Scheme

Under the Freedom of Information it is the duty of every public authority to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) is changing the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities from **1 January 2009**.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

This must be adopted in full, unedited and promoted alongside the guide to information. Local councils are not required to inform the Information Commissioner's Office that they have adopted the scheme; it will be assumed they have done so unless the ICO hears otherwise.

The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Ripley Parish Council has been recorded under the following classes of information:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our policies and procedures
- Class 6 Lists and registers
- Class 7 The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at: www.ripleyparishcouncil.gov.uk

A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g. photocopying and postage) and information that the council is legally authorised to charge for.

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

The Protection of Freedoms Act 2012 has amended clause 11 of the Freedom of Information Act 2000 to make datasets available for re-use by members of the public. Once a dataset is disclosed following an FOI request, Ripley Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re use wherever possible, i.e. not in a PDF format.

For datasets which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e. the Council will only be able to charge photocopying, postage and any disbursements.

However, if datasets are published which contain copyright material then the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. – This only covers re use and *not* access to the information.

The list of information published by the parish council, and how that information may be obtained can be found below. Most of our public documents are available to access in several ways.

Commented [jm1]: Freedom of Information Act 2000 s19

Hard copy

Where a document is available in hard copy, please contact the Parish Council Office. There may be a small charge for providing copies of documents.

Inspection at Ripley Parish Council (RPC) Office

All documents are available to view at Ripley Parish Council Office, 4 Rio House, High Street, Ripley, GU23 6AE. The office is usually open between 10am – 4pm but please call ahead for availability or to make an appointment 01483 224847.

Website

Many documents are available online at <http://www.ripleyparishcouncil.gov.uk/policies.html>

Electronic copy (E-copy)

Electronic copies are available from the clerk to the council. Please email: clerk@ripleyparishcouncil.gov.uk

Parish Council noticeboards

Agendas, notification of electors' rights to view the parish council's accounts, and other important information are disseminated on the parish council's noticeboards at the entrance to The Green and on the High Street. Agendas only are posted on the noticeboard at St Mary Magdalen Church.

Newsletter

Parish council information such as members and contact details are published on the quarterly newsletter and delivered to every accessible household and business.

This list is not definitive. The parish council also uses local publications and events, where appropriate, to enable residents to access information.

Commented [jm2]: Variety of ways listed for the public to access parish council documents and information.

Freedom of Information (FOI)

Information available from Ripley Parish Council under the Publication Scheme:

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Ripley Parish Council 4 Rio House High Street Ripley GU23 6AE 01483 224847 www.ripleyparishcouncil.gov.uk clerk@ripleyparishcouncil.gov.uk Clerk: Jim Morris 7 Councillors elected every 4 years	Hard copy Web / E-copy RPC Office	Free Free Free
Councillors and Committees	Hard copy Web / E-copy RPC Office Newsletter	15p Free Free Free
Contact details for clerk and councillors	Hard copy Web / E-copy RPC Office Newsletter	15p Free Free Free
Location of RPC Office and accessibility details Staffing structure	Hard copy Web / E-copy RPC Office Newsletter	15p Free Free Free

Commented [jm3]: Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI.3244)

Class 2 – What we spend and how we spend it Current and previous year as minimum		
Annual Return and Auditor's reports	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Finalised budget	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Precept	Hard copy	15p
Financial Regulations	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Grants received and administered	Hard copy	15p
	RPC Office	Free
List of current contracts awarded and value of contract	RPC Office	Free
Members allowances and expenses	RPC Office	Free

Class 3 – What are our priorities and how are we doing		
Strategies, plans, performance indicators, audits, inspections, and reviews		
Parish Plan	Hard copy	Free
Aims and objectives	RPC Office	Free
Neighbourhood Plan	E-copy	Free
Annual Report to Parish Meeting		
Quality Status	Hard copy	n/a
	RPC Office	
	Web / E-copy	

Class 4 – How we make decisions		
Timetable of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Agendas of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
	Noticeboards	Free
Minutes of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Reports presented to council meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Responses to Consultation papers	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Responses to Planning Applications	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Byelaws	Hard copy	50p
	Noticeboards	Free

Class 5 – Our policies and procedures Current information		
Policies and procedures for conduct of parish council business Procedural Standing Orders Committee and sub-Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy RPC Office Web / E-copy	25p Free Free
Policies and procedures for the provision of services and employment of staff Internal policies relating to the delivery of services Equality and diversity policy Health & Safety policy Recruitment policy Policy for handling requests for Freedom of Information Complaints procedures Information security policy Records management policy Data protection policy Schedule for charges for publication of information	Hard copy RPC Office Web / E-copy	25p Free Free

Class 6 – Lists and Registers

Currently maintained lists and registers

Fixed Asset Register	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Register of members' interests (also available via Guildford Borough Council)	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Register of gifts and hospitality	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free

Class 7 – The services we offer Current information		
Allotments	Hard copy RPC Office E-copy	25p Free Free
Burial Ground	Hard copy RPC Office E-copy	25p Free Free
Parks, playing fields, recreational areas	Hard copy RPC Office E-copy	25p Free Free
Seating, memorials, lighting	Hard copy RPC Office E-copy	25p Free Free
Bus shelters	Hard copy RPC Office E-copy	25p Free Free
Markets	Hard copy RPC Office E-copy	25p Free Free
Public conveniences	Hard copy RPC Office E-copy	25p Free Free
Car parking	Hard copy RPC Office E-copy	25p Free Free

<p>Summaries of services for which the council is entitled to recover a fee, along with those fees</p>	<p>Hard copy RPC Office E-copy</p>	<p>25p Free Free</p>
<p>Contact details:</p> <p>Jim Morris Ripley Parish Clerk & Responsible Financial Officer Ripley Parish Council 4 Rio House High Street Ripley GU23 6AE</p> <p>01483 224847</p> <p>clerk@ripleyparishcouncil.gov.uk www.ripleyparishcouncil.gov.uk</p>		
<p>Schedule of charges</p>		
<p>Disbursement cost Postage Statutory fee</p>	<p>15p per sheet 55p As current legislation</p>	<p>Printing cost Cost of 2nd Class postage</p>