

## Freedom of Information for Local Councils

The Freedom of Information Act 2000 requires Councils to supply information following a written request which provides the public with greater transparency in the operation of "Public Authorities", which includes all Local (Town and Parish) Councils.

### Publication Scheme

The Council will publish a wide variety of information on our website [www.eckington-pc.gov.uk](http://www.eckington-pc.gov.uk) Information will however be available on 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 may be obtained by various methods:

- I. By writing to the Council at their address as given below
- II. By email request to [clerk@eckington-pc.gov.uk](mailto:clerk@eckington-pc.gov.uk)
- III. By request from our website [www.eckington-pc.gov.uk](http://www.eckington-pc.gov.uk)
- IV. By telephoning 07715668815 to speak to the Clerk
- V. By visiting the Parish Office, Eckington Civic Centre, Market Street, Eckington S21 4JG on a Wednesday morning between 10.00 and 12 noon.

We will endeavour to answer your request in 20 days. We will keep you informed if this timescale cannot be met.

The FOIS 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 the information requested 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/)

Possible reasons for refusal to provide the information include the release of personal information, accessible by other means, information relating to security [www.lboro.ac.uk/admin/ar/policy/foi/exemptions/index.htm](http://www.lboro.ac.uk/admin/ar/policy/foi/exemptions/index.htm)

### **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 Clerk who is responsible for the day to day operations. However multiple print outs 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 Parish Office. 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 be required, before the information can be provided to you.

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.

### **Complaints**

We would normally expect the Clerk 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 Clerk.

If the information you asked for is not available, the named officer will tell you why.

If you believe that we have 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 website)

If you have followed our complaint procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter. You can contact the Information Commissioners 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 Eckington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard Copy – Contact Clerk	10p per sheet
<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>		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy – Contact Clerk Newsletter (FREE)	10p per sheet

List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p per sheet
Members' allowances and expenses		10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan		10 p per sheet
Annual Report	Website	Free
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy - Clerk	10p per sheet
Responses to consultation papers	Hard Copy - Clerk	10p per sheet
Responses to planning applications	Hard Copy - Clerk	10p per sheet