

Freedom of Information Policy

**Glapwell Parish Council**

Glapwell Parish Council has a commitment to openness and transparency. The Transparency Code for Smaller Authorities came into force in December 2014 requiring Parish Councils to make information available via its website to increase democratic accountability.

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**

In 2014 the Parish Council adopted the model publication scheme issued by the Information Commissioners Office (ICO). You can access a copy of the model scheme at the bottom of this page or via the Parish Council Website www.Glapwellparishcouncil.org. In 2025 the Parish Council agree to include a link to version 1.2 of the ICO’s model publication scheme to be read in conjunction with this policy: https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

**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@Glapwell-pc.gov.uk or write to the Clerk c/o The Glapwell Centre, Glapwell, Chesterfield, S44 5LW

Please be sure to include your name, address and a clear description of the information you are seeking when you make your request. The Parish Council advise that you look at guidance available on the Information Commissioner’s Office (ICO) website about making requests and ‘dos and don’ts’ when applying for information.

**Responding to your request**

The Parish Council will inform you in writing whether we hold the information you have requested and if so, provide it to you no later than 20 working days after we receive the requests. In some circumstances we may ask you to clarify your request.

The Parish Council will refer to the ICO document ‘The Guide to Freedom of Information’ when processing your request and will seek further advice directly from the ICO if necessary.

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. The Parish Council are obligated to safeguard the privacy of individuals (under the Data Protection Act) and this may also have a bearing on being able to supply you with the information you request. Reasons for refusal will be communicated to you within the 20-working day time period

**Charges for providing information under the Freedom of Information Act**

There is no ‘flat rate’ fee to receive information and in many cases the Parish Council will provide the information free of charge. However, you should note that if the information you are seeking is not readily available in the form in which you are seeking it, the Parish Council may charge you a fee based on the cost associated with providing the information, for example photocopying and postage (known as ‘disbursements’).

The Freedom of Information Act does permit the Parish Council to refuse your request if it is estimated this will cost in excess of the appropriate cost limit (currently £450) to fulfil your request.

**Freedom of Information Fees Notice**

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 days of receipt of your request. This is known as a ‘Fees Notice’. When you are issued the Fees Notice, the 20 working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.

**Complaints**

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to the clerk.

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 www.ico.org.uk, by telephone on 0303 123 1113 or by writing to the address below:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF



**Information Commissioner’s Office**

Information available from Glapwell Parish Council under the model publication scheme.

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

• it does not hold the information;

• the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;

• the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;

• the information is archived, out of date or otherwise inaccessible; or,

• it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

**Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

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| **Information available from Glapwell Parish Council under the model publication scheme. Information to be published** | **How the information can be obtained** | | **Cost** |
| **Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.** | | **(hard copy or website)** | |
| Who’s who on the Council and its Committees | Website Hard copy from Clerk | | Free 10p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy from Clerk | | Free 10p/sheet |
| Location of main Council office and accessibility details | | | |
| Staffing structure | | | |
| **Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum**  **AGAR forms and report by auditor** | | **(hard copy or website) Free** | |
| Finalised Budget  Precept  Borrowing Approval Letter  Financial standing Orders and Regulations  List of current contracts awarded and value of contract  Grants given and received  **Class 3 – What our priorities are and how we are doing (strategies and plans, performance I indicators, audits, inspections and reviews)**  Parish Plan (current year)  Annual Report to Parish or Community Meeting (current year)  Quality status  **Class 4 – How we make decisions (Decision making processes and records of decisions)**  **Current and previous council year as a minimum**  Timetable of meetings (Council, any committee/sub -committee meetings and parish meetings)  Agendas of meetings (as above)  Minutes of meetings (as above) - nb. this will exclude information that is properly regarded as private to the meeting.  Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.  Responses to consultation papers.  Responses to planning applications.  Bye-laws  **Class 5 – Our policies and procedures**  **(Current written protocols, policies and procedures for delivering our services and responsibilities)**  **Current information only**  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  Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedure for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  Information security policy  Record management policies (records retention, destruction and archive)  Data protection policies  Schedule of charges for the publication of information  **Class 6 – Lists and Registers**  **Currently maintained lists and registers only**  **Any publicly available register of list (if any are held this should be published; in most circumstances existing access provision will suffice)**  Asset register  Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be hold by parish councils)  Register of members’ interests  Register of gifts and hospitality  Class 7 – The services we offer  information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only  Allotments  Burial Grounds and closed churchyards  Community Centres and village Halls  Parks, playing fields and recreational facilities  Seating, litter bins, clock, memorials and lighting  Bus shelters  Markets  Public conveniences  Agency agreements  A summary of services for which the council is entitle to recover a fee, together with those fees (eg burial fees) | Website Hard copy from Clerk  Website/paper copy  Website/paper copy  Website/paper copy  Website/paper copy  Not applicable  Website  Paper copy  Not applied for  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Not applicable  Website  Paper copy  Paper copy  Paper copy  Paper copy  Paper copy  Website  Paper copy  Inspection by prior arrangement with Parish Clerk  Inspection by prior arrangement with Parish Clerk  Not applicable  Website  Inspection by prior arrangement with Parish Clerk  Paper copy  Not applicable  Not applicable  Paper copies  Not applicable  Not applicable  Not applicable  Not applicable  Paper copy | | Free 10p/sheet  Free/See schedule of charges  Free/See schedule of charges  Free/See schedule of charges  Free/See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See Schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  See schedule of charges  See schedule of charges  See schedule of charges  See schedule of charges  Free  See schedule of charges  See schedule of charges  See schedule of charges  Free  Not applicable  Free  See schedule of charges    Free  See schedule of charges  See schedule of charges |

Contact details:

Parish Clerk: Dawn Greatorex, c/o The Glapwell Centre, The Village Green, Glapwell

Chesterfield, S44 5LW

Email: [clerk@glapwell-pc.gov.uk](mailto:clerk@glapwell-pc.gov.uk)

**Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide. In most cases the Parish Council will make information available free of charge. Where information is printed or coped to meet an enquiry, the Parish Council reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 10 pages, or where multiple copies are requested.

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| **Type of charge** | **Description** | **Basis of charge** |
| Disbursement cost | Photocopying @ 10p per sheet (mono) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee |  | In accordance with the relevant legislation |

Adopted May 2020

Reviewed and approved 15th May 2025. Minute number: 187/25 c) viii

Review date May 2026.