

Linton Parish Council
Freedom of Information Policy and Publication Scheme

1.0 Introduction:

1.1 Under the Freedom of Information Act, Linton Parish 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.) and
- Whether or not a charge is made for such information

1.2 The purpose of the Linton Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Linton Parish 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 Linton Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

1.3 If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Linton Parish Council

Clerk: Mrs C Orme

Address: Linton Parish Council, PO BOX 8063, Swadlincote DE11 1FP

Tel: 0771 9599132

Email: clerk@linton-pc.org.uk

2.0 Obtaining Information

2.1 Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at <http://www.linton-pc.org.uk/> and where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with the Linton Parish Council Clerk.

3.0 Information not contained within the scheme and Exemptions

3.1 Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Linton Parish Council, our staff, systems, services or property.

3.2 If information is requested but is covered by an exemption the Clerk to Linton Parish Council will tell the applicant in writing why Linton Parish Council has turned down the request, quoting any relevant exemptions.

3.3 If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Linton Parish 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: <https://ico.org.uk/>

4.0 Charges

4.1 Linton Parish Council Fees and Charges are stated at the end of our Publications Scheme

4.2 Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

4.3 If administration costs exceed £450, to enable a Freedom of Information request to be met, then Linton Parish Council is able to charge the requestor for the administration costs in meeting the request.

4.4 A charge may be made for photocopies.

5.0 Management of the Linton Parish Council Publication Scheme

6.1 Linton Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

6.0 Review of the Freedom of Information Policy and Publication Scheme

An annual review of this Policy will be completed in April each year

Information available from Linton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Cllr D Pegg (Chair) Cllr A Tilley (Vice Chair) Cllr C Browne Cllr K Tizzard Cllr W McCord Cllr R Webb Cllr H Rai Aytain Cllr M Winter 3 Vacancies	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Contact details for Parish Clerk and Council members	If you wish to contact a Councillor of Linton Parish Council, please contact the Clerk in the first instance on the following: By email: clerk@linton-pc.org.uk By telephone mobile: 0771 9599132	
Location of main Council office – Linton Parish Council does not have a main office		
Staffing structure – three employees	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	

Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	<p>Available by Inspection with the Clerk on appointment.</p> <p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Finalised budget	<p>Available by Inspection with the Clerk on appointment.</p> <p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Precept	1)request hard copy via the Clerk	
Borrowing Approval letter – not applicable	N/A	
Financial Standing Orders and Regulations	<p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	

Grants given and received	Available by Inspection with the Clerk on appointment.	
List of current contracts awarded and value of contract	Available by Inspection with the Clerk on appointment.	
Members' allowances and expenses	Available by Inspection with the Clerk on appointment.	
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous years)	1) request hard copy via the Clerk	
Quality status – Not applicable	N/A	
Local charters drawn up in accordance with DCLG guidelines – not applicable	N/A	
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Agendas of meetings	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	1) request hard copy via the Clerk	

	2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Responses to consultation papers	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Responses to planning applications	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Bye-laws – not applicable	N/A	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers – Standing Orders	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	

Code of Conduct Financial Regulations Complaints Policy		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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 – Freedom of Information schedule Complaints procedures</p>	<p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Information security policy	<p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Records management policies (records retention, destruction and archive)	<p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Data protection policies	<p>1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/</p>	
Schedule of charges (for the publication of information)	1)request hard copy via the Clerk	

	2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Assets Register	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy via the Clerk	
Register of members' interests	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	
Register of gifts and hospitality	Hard copy via the Clerk	
Class 7 – The services we offer Current information only	Hard copy via the Clerk – some information may only be available by inspection	

Allotments – not applicable	N/A	
Burial grounds and closed churchyards – not applicable	N/A	
Parish Rooms – not applicable	N/A	
Parks, playing fields and recreational facilities	Hard copy via the clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy via the Clerk	
Bus shelters – not applicable	N/A	
Markets – not applicable	N/A	
Public conveniences – not applicable	N/A	
Agency agreements – not applicable	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy via the Clerk	
Additional Information		
Risk Assessments	1)request hard copy via the Clerk 2) Information can be emailed on request to the Clerk: clerk@linton-pc.org.uk 3) Website: http://www.linton-pc.org.uk/	

Contact details:

Mrs C Orme (Clerk/RFO to Linton Parish Council)

P O Box 8063

Swadlincote

DE11 1FP

Tel Mobile: 0771 9599132

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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	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority