

LACOCK PARISH COUNCIL

Information Guide



Obtaining Information

There are two ways to obtain the information, please see Information Available Section below for further detail:

1 Council Website

The website holds the type of information which the Council routinely publishes eg minute and agendas. The information you want may already be included in the publication scheme – so please check the documents on the website first.

2 Inspection Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the website or in writing (details below). You will need to make a mutually convenient appointment.

Lacock Parish Clerk
c/o The Griffin
Bowden Hill
Lacock
SN15 2PP

Your request must include your name, address or correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will confirm to you whether or not it holds the information, advise you if a fee will be charged and provide you with the information (after any relevant fee has been paid) unless an exemption applies (see "Exemptions" paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- 1 Disbursement costs such as printing, photocopying and postage; and
- 2 When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests, from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no re-imburement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- Refuse the request: or
- Comply with the request and charge for allowable costs as prescribed in the regulations; or
- Comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other Transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner on their helpline – 0303 123 1113.

Information Available

Information to be published	How the Information Can be Obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contact) This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Parish Noticeboard	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Noticeboard	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>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</p>		
Annual return form and report by auditor	Website Hard Copy available from Parish Clerk	
Finalised budget	Hard Copy available from Parish Clerk	
Precept	Wiltshire Council Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations		
Grants given and received	Grants given shown on Website	
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		

Parish Plan (current and previous year as a minimum) <ul style="list-style-type: none"> Action Plan Statement of Principles Financial Risk Assessment 		
	Hard copy available from Parish Clerk.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy available from Parish Clerk	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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 and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Included in minutes or can be viewed on Wiltshire Council website.	
Bye-laws	Available from Parish Clerk	
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	Website	
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	N/A	
Code of Conduct	Website	

Policy statements <ul style="list-style-type: none"> Public Question Time guidance Recording Habitual or Vexatious Complainants Policy 	Website Website	
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	N/A	
Equality and diversity policy	N/A	
Health and safety policy		
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Available from Parish Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	To be drafted	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	To be drafted	
Schedule of charges (for the publication of information)	Included in this document	
<p>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)</p>		
Assets register	Available from Parish Clerk	
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)	N/A	
Register of members' interests	Wiltshire Council Website	
Register of gifts and hospitality	Available from Parish Clerk	

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	N/A	
Burial grounds and closed churchyards <ul style="list-style-type: none">• Cemetery Rules• Map of burial plots• Accounts	Available from Parish Clerk Available from Parish Clerk Available from Parish Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	TBC	
Seating, litter bins, clocks, memorials and lighting	Litter bins, lighting – N/A	
Bus shelters	TBC – who to contact regarding issues	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial Fees only – see Cemetery Rules	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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	Mileage	0.45p per mile

* the actual cost incurred by the parish council.