



## **LISS PARISH COUNCIL FREEDOM OF INFORMATION ACT 2000 PROCEDURE AND PUBLICATION SCHEME**

### **1 Purpose and Scope**

- 1.1 This Procedure sets out an individual's rights to information and Liss Parish Council's ("LPC") obligations to comply with legislation. The Freedom of Information Act 2000 gives individuals the right to obtain information held by public authorities unless there are good reasons for keeping it confidential.
- 1.2 The Information Commissioner's Office ("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 are applied lawfully
- 1.3 Some information could be exempt from disclosure.

### **2 How To Make A Request**

- 2.1 There are three ways to obtain information held by LPC:-
  - 2.1.1 LPC's website – [LissParishCouncil.gov.uk](http://LissParishCouncil.gov.uk)
  - 2.1.2 Inspect documents held by the Clerk
  - 2.1.3 Individual written request
- 2.2 When making a request to inspect documents or a written request:-
  - 2.2.1 make the information as specific as possible. If a request is too broad LPC may ask for clarification. This could mean it takes longer to get the information
  - 2.2.2 provide as full a description as possible of the information required
  - 2.2.3 be clear about the preferred format for receiving the information, for example, by email or as a paper copy.

### **3 What Happens Once A Request has been Received**

- 3.1 Any request for information should be treated by LPC as a formal request for information and LPC suggests that emails or letters are clearly marked as Freedom of Information Requests so as to avoid any confusion.
- 3.2 LPC must respond promptly to requests or, in any event, within 20 working days although LPC has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considered the public interest test, LPC must do so "within a reasonable time"

### **4 What if the Information is Refused**

- 4.1 Where LPC decides not to disclose the information requested it must give reasons for its decision. LPC must also explain how the exemption or exception applies and must explain the arguments under the public interest test. LPC must also inform the individual of their right to complain to the ICO.

### **5 How Can the ICO Help and What is the Legal Process?**

- 5.1 An individual may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, if the individual believes that there has been excessive delay or wishes to dispute the application of an exemption or refusals made on public interest grounds.
- 5.2 The ICO may serve a decision notice on LPC either confirming the decision made by LPC or directing LPC to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court.

- 5.3 If the individual or LPC disagrees with the ICO's decision an appeal must be made within 28 days to the independent Information Tribunal.
- 5.4 The Information Tribunal may uphold the ICO's decision notice, amend it or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

## **6 Additional Information**

- 6.1 Additional information and guidance on the Freedom of Information Act is available on the ICO website at [www.ico.gov.uk](http://www.ico.gov.uk).

## **7 Model Publication Scheme**

- 7.1 Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme.
- 7.2 The 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.
- 7.3 The model requires 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".
- 7.4 Public authorities are not required to inform the ICO that they have adopted the Model Publication Scheme as it will be assumed that they have done so.
- 7.5 The Model Publication Scheme provides a full list of all the information LPC will make routinely available, explain how it can be accessed and whether or not a charge will be made for it.

## **8 Classes of Information**

- 8.1 The information held by LPC has been recorded under the following classes of information:-
  - 8.1.1 Class 1: Who We Are and What We Do
  - 8.1.2 Class 2: What We Spend and How We Spend It
  - 8.1.3 Class 3: What Our Priorities Are and How We Are Doing
  - 8.1.4 Class 4: How We Make Decisions
  - 8.1.5 Class 5: Our Policies and Procedures
  - 8.1.6 Class 6: Lists and Registers
  - 8.1.7 Class 7: The Services We Offer

## **9 Review**

This policy will be reviewed three years from the date of adoption by LPC.

Adopted by LPC on 10<sup>th</sup> June 2019.

To be reviewed in 2022.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website Hard copy	Free 10p per A4 sheet
<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year	Website Hard copy	Free 10p per A4 sheet
Annual return form and report by auditor	Hard copy	10p per A4 sheet
Finalised budget	Website Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter – currently not applicable		
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website Hard copy	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' expenses	Hard copy	10p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan Design Statement	Website Hard copy	Free £5
Landscape Character Assessment	Website Hard copy	Free £5
Liss Neighbourhood Development Plan	Website	Free

	Hard copy	£5
Village Design Statement	Website Hard copy	Free £5
Annual Report to Parish Meeting - current and previous year	Website Hard copy	Free 10p per A4 sheet
<b>Class 4: How We Make Decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Website Hard copy	Free 10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Responses to planning applications (incorporated in minutes of Planning Committee meetings)	Website Hard copy	Free 10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet
<b>Class 5: Our Policies and Our Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Website Hard copy	Free 10p per A4 sheet
Policies and procedures: Anti-Fraud and Corruption Policy CCTV Policy and Code of Practice Child Protection and Vulnerable Persons Policy Code of Conduct Community Engagement Policy Complaints Procedure Dignity at Work, Bullying and Harassment Policy Disciplinary Policy Environmental Policy Equal Opportunities Policy Expenses – Employees Expenses - Councillors Filming of Council Meetings Policy Financial Regulations Financial Risk Assessment Freedom of Information Publication Scheme Grants Policy	Website Hard copy	Free 10p per A4 sheet

Grant Application Procedure Grievance Procedure Health and Safety Policy Internal Control Investment Strategy Privacy Policy Privacy Notice – Residents and Members of the General Public Privacy Notice – Staff, Councillors and Role Holders Remuneration Policy Risk Management Subject Access Requests Policy Sickness Policy Social Media Policy Standing Orders Training Policy Whistle Blowing Policy		
Records management policies (records retention, destruction and archive)	Hard copy	10p per A4 sheet
Data protection policies	Hard copy	10p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per A4 sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy	10p per A4 sheet
Assets Register	Hard copy	10p per A4 sheet
Register of members’ interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
<b>Class 7: The Services We Offer</b>		
Current information only	Website Newsletter	Free Free
Allotments	Website Hard copy	Free 10p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Village Hall	Website Hard copy	Free 10p per A4 sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Public conveniences	Website	Free

	Hard copy	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hard copy	Free 10p per A4 sheet
<b>Additional Information</b> (This will provide Councils with the opportunity to publish information that is not itemised in the lists above)		
Members declaration of acceptance of office	Hard copy	10p per A4 sheet
Information relating to the last Periodic Electoral Review of the Council Area	Hard copy	10p per A4 sheet
Information relating to the latest boundary review of the Council Area	Hard copy	10p per A4 sheet
Safety Inspection Records	Hard copy	10p per A4 sheet

**Contact details:**        **S Smith**  
**Parish Clerk**  
**Liss Parish Council**  
**The Council Room**  
**Hill Brow Road**  
**Liss**  
**Hampshire**  
**GU33 7LA**  
**Telephone 01730 892823**  
**Email: clerk-smith@lissparishcouncil.gov.uk**

**Website: [www.lissparishcouncil.gov.uk](http://www.lissparishcouncil.gov.uk)**

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and are published as part of the guide.

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost of paper & photocopy charges.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)