

***Lakenheath Parish Council***

**Freedom of Information Policy**

Lakenheath Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

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**

From 5<sup>th</sup> September 2016 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office.

### **Information about the Parish Council**

You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the clerk to the Parish Council via email or in writing at the address shown below.

### **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 [lakenheathpc@btconnect.com](mailto:lakenheathpc@btconnect.com), or write to the Clerk. Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

### **Responding to your request**

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

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. We will communicate this to you within the 20 working day time period.

### **Complaints**

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

Mrs Clare Shimmon, Clerk to the Parrish Council, Parish Office, Peace Memorial Hall, 98 High Street, Lakenheath, Suffolk IP27 9EW.

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 listed below, or by writing to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

*Lakenheath Parish Council*

**INFORMATION AVAILABLE FROM  
LAKENHEATH PARISH COUNCIL  
UNDER THE FREEDOM OF  
INFORMATION ACT**

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Newsletter/Noticeboard	Free
Contact details for Parish Clerk and Council Members	Website/Newsletter/Noticeboard	Free
Location of main Council office and accessibility details	Website/Newsletter/Noticeboard	Free
<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) Current & Previous Financial Year		
Annual return form and report by auditor	From the Clerk	Free
Finalised budget	From the Clerk	Free
Precept	From the Clerk	Free
Financial Standing Orders and Regulations	From the Clerk	Free
Grants given and received	From the Clerk	See Schedule of Charges
List of current contracts awarded and value of contract	From the Clerk	See Schedule of Charges
Members' allowances and expenses	From the Clerk	See Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and Previous Financial Year		
Annual Report to Parish	Website	Free
Minutes from Annual Parish Meeting	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Agendas of meetings (as above)	Website/Noticeboard	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
<b>Policies and procedures for the conduct of council business:</b> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	From the Clerk	See Schedule of Charges
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Internal instructions to staff and policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk	See Schedule of Charges
Data protection policies	From the Clerk	See Schedule of Charges
Schedule of charges (for the publication of information)	At the end of this document	See Schedule of Charges
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	From the Clerk	See Schedule of Charges
Assets register	From the Clerk	See Schedule of Charges
Disclosure log (indicating the information that has been provided in response to requests)	From the Clerk	See Schedule of Charges
Register of members' interests	From the Clerk	See Schedule of Charges
Register of gifts and hospitality	From the Clerk	See Schedule of Charges
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Burial grounds and closed churchyards	From the Clerk	See Schedule of Charges
Parks, playing fields and recreational facilities	From the Clerk	See Schedule of Charges
Seating, litter bins, clocks, memorials and lighting	From the Clerk	See Schedule of Charges
Bus shelters	From the Clerk	See Schedule of Charges
Public conveniences	From the Clerk	See Schedule of Charges
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk	See Schedule of Charges
<b>Schedule of Charges</b> The Lower limit for charging is £5 per occasion		
<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement Cost</b>	Photocopying @ 10p per sheet (black & white)	Actual Cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
If Staff costs are incurred in compiling the information these will be calculated at £25 per hour. If the costs exceed £450, the Council will not have comply with the request.		

\* Actual cost incurred by the public authority