

Harting Parish Council

Freedom of Information Policy

Harting Parish Council ("HPC") is committed to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by HPC.

HPC is committed to:

- To publish or otherwise make available as a matter of routine, information which is held by HPC and falls within the classifications below.
- To specify the information which is held by HPC and falls within the classifications below.
- To publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information HPC makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

The following lists the classifications of information that HPC holds as a requirement of the Freedom of Information legislation.

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance statements.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information provided will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is archived, out of date or otherwise inaccessible
- Information that would be impractical or resource-intensive to prepare for routine release.

Where it is within the capability of HPC, information will be provided on HPC's website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information via the website, HPC will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where HPC is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Information held by HPC that is not part of its publication scheme must be requested in writing (see *How to make a request, when the Council will respond and your right to complain*), when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Charges

Charges may be made for providing information that is not available on HPC's website. Such charges will be transparent and kept to a minimum and cover actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred when an applicant views information in person

Charges may also be made for information provided under this scheme where they are legally authorised: all the circumstances, such charges will be justified and are in accordance with a published schedule or schedules of fees which is readily available to the public via the Office of the Information Commissioner.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, a notification of the cost will be sent and payment will be required prior to provision of the information.

Approved 21.05. 2015

References:

Information Commissioner's Office *Model Publication Scheme*
NALC Legal Topic Note LTN37