Freedom of Information Act 2000 Guide to Information

Information available from Clyst St George Parish Council under the model publication scheme

The Freedom of Information Act 2000 did, from 1 January 2005, give everyone for the first time a general legal right to be provided, on request, with any information held by all public authorities subject to stated exemptions. These authorities include Central Government and Local Authorities (including Parishes and Charter Trustees) under Schedule 1 of the Act. Anyone has a right to ask public authorities for any information they hold and there is no requirement to explaining why the information is being requested.

What information is covered by the Act?

Anything public authorities create, hold or process. This includes, for example, e-mails, letters, reports, faxes, file notes, notes of phone calls, videos, audio records - they are all "information" potentially disclosable under the Act - even a casual comment scrawled on the side of a minute may be covered. The Act will apply retrospectively to existing information, no matter how old, as well as that produced from 1 January 2005.

How can requests for information under the Act be made?

A request can be made in any written form (eg. letter, e-mail, fax) and need not mention the Act - it will still apply. It is important to bear this in mind whenever considering how to respond to requests for information. It is also important to be aware that requests can be made to anyone, at any level, within the public authority and that the request must state the name and address of the person applying for the information and the required information.

The information requested, unless exempted under the Act, must be supplied within 20 working days of being requested. A refusal to release the information must be given in writing and the reasons for refusal specified along with the applicant's right to appeal.

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| Information to be published  | How the information can be obtained  | Cost per sheet  |
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only  |    |    |
| Who’s who on the Council  | Noticeboard Website Hard copy – contact Clerk  | Free Free See P6  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Noticeboard Website Hard copy – contact Clerk  | Free Free See P6  |
| Location of main Council office and accessibility details  | Noticeboard Website  | Free Free  |
| Staffing Structure  | Not applicable  |   |

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| 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  |   |   |
| Annual return form and report by auditor  | Hard copy – contact Clerk  | See P6  |
| Finalised budget  | Hard copy – contact Clerk  | See P6  |
| Precept  | Hard copy – contact Clerk  | See P6  |
| Borrowing Approval Letter  | Not applicable.  |   |
| Financial Standing Orders and Regulations  | Hard copy – contact Clerk  | See P6  |
| Grants given and received  | Hard copy – contact Clerk  | See P6  |
| List of current contracts awarded and value of contract  | Hard copy – contact Clerk  | See P6  |
| Members’ allowances and expenses (see Min Dec 2004).  | Hard copy – contact Clerk  | See P6  |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)  |   |   |
| Parish Plan (current and previous year as a minimum)  | Website Hard copy – contact Clerk  | Free See P6  |
| Annual Report to Parish (current and previous year as a minimum)  | Hard copy – contact Clerk  | See P6  |
| Quality Status  | Not applicable  |   |
| Local Charters drawn up in accordance with DCLG guidelines  | Not applicable.  |   |

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| 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, any committee/sub-committee meetings and parish meetings)  | Noticeboards Website Hard copy – contact Clerk  | Free Free See P6  |
| Agendas of meetings (as above)  | Noticeboards Website Hard copy – contact Clerk  | Free Free See P6  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Noticeboards Website Hard copy – contact Clerk  | Free Free See P6  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | Hard copy – contact Clerk  | See P6  |
| Responses to consultation papers  | Hard copy – contact Clerk  | See P6  |
| Responses to planning applications  | Hard copy – contact Clerk  | See P6  |
| Bye Laws  | Not applicable.  |   |

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| 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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements  |  Hard copy – contact Clerk Hard copy – contact Clerk Not applicable. Hard copy – contact Clerk Not applicable.  |  See P6 See P6  See P6  |
| Policies and procedures for the provision of services and about the employment of staff Employee contract of employment 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 Complaints procedures (including those covering requests for information and operating the publication scheme)  |   Hard copy – contact Clerk Not applicable. Not applicable. Not applicable. Not applicable.  Hard Copy  |   See P6       See P6  |
| Information security policy - Information security is dealt with in accordance with current legislation and covers in particular, items of a confidential nature.  |  Hard copy  |  See P6  |
| Records management policy (records retention, destruction and archive)  | Hard copy – contact Clerk  | See P6  |
| Data protection policy  | Hard copy – contact Clerk  | See P6  |
| Schedule of charges (for the publication of information). Website - free hard copy – see below + the cost of 2nd class postage.  | Website Hard copy – contact Clerk  | Free See P6  |

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| Class 6 – Lists and Registers Currently maintained lists and registers only  |   |   |
| Any publicly available register or list  | N/A  |   |
| Assets Register  | Hard copy – contact Clerk.  | See P6  |
| 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 - available to view from the Monitoring Officer, East Devon District Council, The Knowle, Sidmouth.  | EDDC  |   |
| Register of gifts and hospitality  | Hard copy – contact Clerk.  | See P6  |
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| 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  |   |   |
| Seating, litter bins, clock | Inspection only  |   |
| Bus shelters  | Inspection only  |   |

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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above  |   |   |
| Clyst Valley News – Clyst St George & Ebford section only.  | Website  | Free  |

Contact details: Cathryn Newbery, Clerk and Responsible Financial Officer

Mount Grindle, Clyst St Mary, Exeter EX5 1AS

Tel: 07740531980 e-mail: clyststgeorgeparishcouncil@gmail.com

Website: www.clyststgeorge.org.uk

The above information will be available to members of the public upon written request to the Clerk at the above address.

SCHEDULE OF CHARGES

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

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| TYPE OF CHARGE  | DESCRIPTION  | BASIS OF CHARGE  |
| Disbursement cost  | Photocopying @ £5 for between 1-5 sheets and £1 per sheet thereafter (black & white)  | Actual cost admin & stationery  |
|   | Photocopying @ £5 for between 1-5 sheets and £1 per sheet thereafter (colour)  | Actual admin & stationery  |
|   | Postage  | Actual cost of Royal Mail standard 2nd class  |
| Statutory Fee  |   | In accordance with the relevant legislation (quote the actual statute)  |