



Castlethorpe Parish Council

Freedom of Information and Publication Policy

The Parish Council adopted the Model Publication Scheme. This scheme enables members of the public to view and access information held by the Parish Council under the following classes:

1. **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
6. **Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **The Services we Offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

Obtaining Information and Information held

There are three ways to obtain the information:

1. Parish Council web site: www.castlethorpevillage.org.uk (the web site holds information which the Council routinely publishes e.g. minutes and agendas).
2. Inspect Documents held by the Clerk: (this can be done either at the registered address of the Parish Council by appointment or sent via electronic means. If you wish to view documents, contact the Clerk, via the facility on the web site, by telephone 01908 337928, or via email (clerk.castlethorpe@gmail.com).
3. Individual Written Request to: The Parish Clerk, 63 Thrupp Close, Castlethorpe, Milton Keynes, MK19 7PL

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

Parish Council's Response to a Written Request

The Parish Council will respond within 20 working days of receipt of your written request the Council to:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (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)

Fees

The Act only allows the Council to charge for answering Freedom of Information requests when there will be a disbursement costs (ie: printing, photocopying, postage at actual rate charged the Parish Council).

For disbursements costs, it is proposed that the Council will charge a minimum of £5 per document for photocopying and printing document or actual charge whichever is the higher and recover the actual cost of postage or any other transmission costs from the applicant. There is no charge for information sent electronically unless staff cost to retrieve such data is excessive (see below).

If estimated staff costs involved in locating and or compiling the information exceed £450 then under these circumstances, the Council can refuse the request on the grounds of cost.

For a series of requests from the same applicant within a 12 month period, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request
- comply with the request and charge for allowable costs as prescribed in the regulations.

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.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk, Stephen Bradbury. 63 Thrupp Close, Castlethorpe, Milton Keynes MK19 7PL. Telephone: 01908 337928 Email: clerk@castlethorpe-pc@gov.uk

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 at:

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