



FREEDOM OF INFORMATION PUBLICATION POLICY

1. Purpose

Fitzhead Parish Council (the Council) is committed to openness and transparency in its affairs. This Scheme outlines how the Council meets its obligations under the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR), and associated legislation. It applies to all recorded information held by the Council regardless of format and covers both proactive publication and responses to requests.

2. The Model Publication Scheme

The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme. This commits the Council to routinely publish certain classes of information, as outlined by the ICO, and to make these available to the public.

The appendix to this Policy specifies what information is available, how it can be accessed, and whether a charge applies. The policy is reviewed regularly and is available:

- On the Council website
- In hard copy from the Parish Clerk upon request

3. Making a Freedom of Information Request

Any person can make a written request for recorded information held by the Council. Requests must:

- Be in writing (including by email)
- Include a name and address for correspondence
- Clearly describe the information requested

Requests should be emailed to clerk@fitzheadparishcouncil.gov.uk or posted to:

The Clerk to the Council
Fitzhead Parish Council
7 North Street
Williton
Somerset TA4 4SL.

The Council will respond within 20 working days of receipt. Where appropriate, the Council may seek clarification to better understand the request.



4. Exemptions and Refusals

Some information may be withheld if it falls under an exemption provided by the Act (e.g. personal data, commercially sensitive information). If information is withheld, the Council will explain the reasons and advise of the right to appeal.

5. Charges

Most information will be provided free of charge. However, disbursement charges may be levied for:

- Printing or photocopying at 10p per side. This represents the actual cost to the Council.
- Postage at the actual cost of Royal Mail standard 2nd class
- Significant staff time (where permitted under FOIA)

A fee notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information within a limit of £450. The Council may refuse requests that exceed this limit in which case a refusal notice will be issued.

Where a fee is to be charged no information will be provided until after the fee has been received, the 20-day period will be extended by up to three months awaiting payment. After the fee has been received, a response will be given within 20 days.

6. Requests for Environmental Information

Requests for environmental information are governed by the Environmental Information Regulations 2004. These requests do not need to be in writing, although it is the Parish Council's own policy that all such requests should be in written form. The same timescales and general approach apply as with FOIA requests.

7. Complaints and Appeals

If you are dissatisfied with the handling of your request, you should write to the Parish Clerk in the first instance. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: <https://ico.org.uk>



Information available from Fitzhead Parish Council under its publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - 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 • Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p/sheet
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 • Finalised budget • Precept • Standing Orders and Financial Regulations • Grants given and received • List of current contracts awarded and value of contract • Members' expenses	Website Hard Copy	Free 10p/sheet



Information to be published	How the information can be obtained	Cost
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) • Annual Report to Parish Meeting (current and previous year as a minimum).	Website Hard Copy	Free 10p/sheet
Class 4 – Decision making processes and records of decisions – as a minimum current and previous council year • Timetable of meetings (Council and parish meetings) • Agendas of meetings (as above) • Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting. • Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting. • Responses to consultation papers • Responses to planning applications • Bye-laws	Website Hard Copy	Free 10p/sheet



Information to be published	How the information can be obtained	Cost
Class 5 – Current written protocols, policies and procedures for delivering our services and responsibilities • Policies and procedures for the conduct of council business: ○ Procedural standing orders ○ Delegated authority in respect of officers ○ Code of Conduct ○ Policy statements • Policies and procedures for the provision of services and about the employment of staff: • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) • Information Technology policy • Records management policies (records retention, destruction and archive) • Data protection policies • Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p/sheet



Information to be published	How the information can be obtained	Cost
Class 6 – Currently maintained lists and registers - Any publicly available register or list - Assets Register - Register of members' interests - Register of gifts and hospitality	Website Hard Copy (some information may only be available by inspection)	Free 10p/sheet
Class 7 –Information about the current services we offer, including leaflets, guidance and newsletters produced for the public and businesses - Parks, playing fields and recreational facilities - Pump House	Website Hard Copy (some information may only be available by inspection)	Free 10p/sheet