

# Wetheral Parish Council

## Freedom of Information Policy

### Introduction

Under the Freedom of Information Act 2000 (FOIA), Wetheral Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Wetheral Parish Council  
Wetheral Village Community Hall, Wetheral, CA4 8HE  
Email: [wetheralpc@carlisle.gov.uk](mailto:wetheralpc@carlisle.gov.uk)

### Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

### Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote

the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk)

### **Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at [wetheralpc@carlisle.gov.uk](mailto:wetheralpc@carlisle.gov.uk)

### **Charges**

The Council's Fees and Charges are stated at the end of the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

### **Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

### **Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme was approved on 16 May 2018 and will be amended periodically as necessary. The Scheme will be reviewed annually.

### Information Available from Wetheral Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (This will be current information only)		
Who's who on the Council and its committees	Website Email Hard copy from Clerk	Free Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy from Clerk	Free Free 5p/sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form (current year)	Hard copy from Clerk Website	5p/sheet
Report by auditor	Hard copy from Clerk	5p/sheet
Finalised budget	Email Hard copy from Clerk	Free 5p/sheet
Precept	Email Hard copy from Clerk	Free 5p/sheet
Financial standing orders and regulations	Website Hard copy from Clerk	Free 5p/sheet
Grants given and received	Email Hard copy from Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Email Website Hard copy from Clerk	Free Free 5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Hard copy from Clerk	5p/sheet
Annual Report to Parish or community meeting (current and previous year as a minimum)	Email Website Hard copy from Clerk	Free Free 5p/sheet
<b>Class 4 – How we make decisions</b> (Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Website Hard copy from Clerk	Free Free 5p/sheet
Agendas (and associated papers)	Email Website (agenda only)	Free Free

	Hard copy from Clerk	5p/sheet
--	----------------------	----------

### Information Available from Wetheral Parish Council

Minutes of meetings (as above). NB: This will exclude information that is properly regarded as private to the meeting	Website Email Hard copy from Clerk	Free Free 5p/sheet
Reports presented to council meetings. NB: This will exclude information that is properly regarded as private to the meeting	Email Hard copy from the Clerk	Free Free
Responses to consultation papers	Email Hard copy from the Clerk	Free 5p/sheet
Responses to planning applications	Email Hard copy from the Clerk	Free 5p/sheet
<b>Class 5 – Our policies and procedures (current information only)</b>		
Policies and procedures for the conduct of council business: General Data Protection Regulation Procedural standing orders Committee and sub-committee terms of reference Code of conduct Policy statements Finance regulations Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Email Hard copy from the Clerk	Free Free 5p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy	Email Hard copy from the Clerk	Free Free 5p/sheet
Records management policies (records, retention, destruction and archive)	Website Email Hard copy from the Clerk	Free Free 5p/sheet
Data protection policies	Website Email Hard copy from the Clerk	Free Free 5p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy from the Clerk	Free Free 5p/sheet
<b>Class 6 – Lists and registers (Currently maintained lists and registers only)</b>		
Any publicly available register or list where applicable	Inspection – contact Clerk	
Assets Register	Email	Free

	Hard copy from the Clerk	5p/sheet
Register of members' interests	Website	Free
<b>Class 7 – The services we offer</b> (current information only)		
Cemetery – Traditional and woodland	Email Hard copy from the Clerk	Free 5p/sheet
Parks, playing fields and recreational facilities	Email Hard copy from the Clerk	Free 5p/sheet
Seating, litter bins, memorials and lighting	Email Hard copy from the Clerk	Free 5p/sheet
Bus shelters	Email Hard copy from the Clerk	Free 5p/sheet

**Contact details:**

Sue Tarrant, Clerk to Wetheral Parish Council, Wetheral Village Community Hall, Wetheral, CA4 8HE

Tel: 01228 561687 or email [wetheralpc@carlisle.gov.uk](mailto:wetheralpc@carlisle.gov.uk)

**Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying @ 5p per sheet (black and white)	Actual Cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation.

\* The actual cost incurred by the public authority.

Adopted by Wetheral Parish Council on 16 May 2018.