

# Rampton & Woodbeck Parish Council

## Freedom of Information Act

### Publication Scheme



This publication scheme has been prepared following guidance from NALC and the Information Commissioner Office (ICO). It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively 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 the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively 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 the terms of the Re-use of Public Sector Information

Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

### **Who we are and what we do.**

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

### **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.**

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

In accordance to the ICO we will comply with information requests, however we may refuse the request if:

- We do not hold the information
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; as per links mentioned in this document
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, is out of date, or is difficult to access for similar reasons.  
It would be impractical or resource-intensive to prepare the material for routine release.
- It is a repeat request for the same information

- It is a vexatious request

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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 an authority 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.

### **Charges which may be made for information published under 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. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

### **Material which is published and accessed on a website will be provided free of charge.**

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying and Printing
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

When copies of information are requested, a disbursement charge is made for printing/photocopying, packing and posting any information which is not currently available for free on a public website. If the information is available for free on a website we will advise you a website link to the information.

Confirmation of the payment due will be given before the information is provided. **Payment shall be requested by a 'fees notice' invoice prior to provision of the information.** According to the ICO, Rampton & Woodbeck Parish Council does not have to send the information until we have received the fee payment.

The time limit for complying with the request excludes the time spent waiting for the fee to be paid. **Cheques should be made payable to Rampton & Woodbeck Parish Council. Upon receipt of payment, the information quoted for will be provided together with a receipt for payment.**

A selection of information is now published for free in accordance with The Local Government Transparency Code 2015. This Information includes Agenda's, Minutes, Governance Statements, Internal Audit Reports, Expenditure above £100, End of Year Accounts, Public Land and Building Asset lists, and Council Members List of Responsibilities. To access this information, visit <http://data.bassetlaw.gov.uk/browse-the-catalogue/parish-councils/rampton-parish-council.aspx> alternatively visit the Bassetlaw District Council Website and search for Parish Council's under 'P' and select Rampton & Woodbeck Parish Council.

Planning Applications are now available to view for Free on-line via Bassetlaw Website – To Access these search on Google 'Bassetlaw Planning Portal' then select 'Start using the Public Access On-line Register' or visit <http://publicaccess.bassetlaw.gov.uk/online-applications/> in the search field type Rampton.

### **To make a request**

To make a request under FOI please contact Rampton & Woodbeck Parish Council in writing (by letter or e-mail) providing the following details:

- Your title, initials and last name
- Your address for correspondence (including the postcode)
- Your e-mail address (to assist any queries)
- A contact telephone number (to assist any queries)
- Details of the information you are requesting. **Please be as specific as possible** to reduce the time taken to process your request – this could affect any costs which you may incur

Send your application to:

#### **Rampton & Woodbeck Parish Council**

**24 Allison Avenue,**

**Retford,**

**DN22 7JS**

**Email: [clerk@ramptonandwoodbeck-pc.gov.uk](mailto:clerk@ramptonandwoodbeck-pc.gov.uk)**

#### **Rampton & Woodbeck Parish Council's Response**

Rampton & Woodbeck Parish Council will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. You will be advised of the amount that you will be likely to pay for the information and payment will be required before the information is provided.

Rampton & Woodbeck Parish Council will provide the information within your request within 20 working days (and upon receipt of payment requested for printed material) or explain to you why it is unable to do so.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, details of the Parish Clerk or a Councillor will be provided and an appointment date and time made to view the information will be arranged within a reasonable timescale.

Information held by the Council that is not published under this scheme can be requested in writing when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**What to do if you are unhappy with any FOI decision**

If you are unhappy with information provided you may request an internal review of this matter via Rampton & Woodbeck Parish Council. If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner at the following address: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 0303 123 1113.

## Freedom of Information Act 2000

### Information available from Rampton & Woodbeck Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) - this will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who’s who on the Council and its Committees, Staffing Structure	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Location of main Council office and accessibility details	Contact Clerk	Free to view in person at Village Hall
<b>Class 2 – What we spend and how we spend it</b> (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	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Finalised budget	Hard Copy Contact Clerk	20p per sheet, payable in advance
Precept	Hard Copy Contact Clerk	20p per sheet, payable in advance
Standing Orders and Financial Regulations	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Grants given and received (information is found for free via the Minutes & Accounting info on website)	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
List of current contracts awarded and value of contract	Hard Copy Contact Clerk	20p per sheet, payable in advance
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum) information is found for free via the May Minutes on website	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) - current and previous council year as a minimum		
Timetable of meetings/Council Diary (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Contact Clerk	20p per sheet, payable in advance
Agendas of meetings information is found for free via the Minutes on website	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Minutes of meetings (as above) – information is found for free via the Minutes on website nb excluding information that is properly regarded as private to the meeting.	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in

		advance
Reports presented to council meetings information is found for free via the Minutes on website - nb excluding information properly regarded as private to the meeting.	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Responses to consultation papers	Hard Copy Contact Clerk	20p per sheet, payable in advance
Responses to planning applications	Bassetlaw Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Financial Regulations</li> </ul>	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copy Contact Clerk	20p per sheet, payable in advance
Records management policies (records retention, destruction and archive)	Hard Copy Contact Clerk	20p per sheet, payable in advance
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Assets Register	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance
Register of members' interests	Bassetlaw Website	Free

	Hard Copy Contact Clerk	20p per sheet, payable in advance
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - current information only		
We have no leaflets, guidance or newsletters but our Asset list, which is available to download for free from the Bassetlaw website states the assets and facilities Rampton & Woodbeck Parish Council are responsible for	Bassetlaw Website Hard Copy Contact Clerk	Free 20p per sheet, payable in advance payable in advance

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/Printing @ 20p per sheet	Actual cost *
		Actual cost *
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> class
Statutory Fee	0-17 Hours Zero 18Hours £450 + £25 per hour there after	In accordance with the relevant legislation For FOI requests. A request which takes 18hrs+ to put together, The Council may refuse the request, or it may at its discretion, agree to your request, however the first 18hrs will be charged at £450 (in addition to the Disbursement Costs) + £25 per hour thereafter. The Fee notice must be paid up front.

\* the actual cost incurred by the public authority

#### Contact details:

Ed Knox,  
Clerk, Responsible Financial Officer and Proper Officer to Rampton & Woodbeck Parish Council  
24 Allison Avenue,  
Retford,  
DN22 7JS

Email: [clerk@ramptonandwoodbeck-pc.gov.uk](mailto:clerk@ramptonandwoodbeck-pc.gov.uk)

This document was adopted by the Council at its Meeting held on **14<sup>th</sup> November 2016**. Reviewed annually, next review date May 2021.