

## FREEDOM OF INFORMATION - Publication Scheme

### 1. Introduction

#### 1.1 What is Freedom of Information?

Freedom of information provides public access to information held by public authorities under the Freedom of Information Act 2000 (The Act). Hurstpierpoint and Sayers Common Parish Council (the Council) provides this public access in two ways:

- publishing certain information proactively as per the Council's Publication Scheme;
- responding to requests for information from members of the public or organisations.

The Act covers any recorded information that is held by the Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

#### 1.2 What is the difference with Data Protection?

The Freedom of Information Act and the Data Protection Act come under the heading of information rights and are regulated by the Information Commissioners Office.

Data Protection legislation gives rules for handling information about people. It includes the right for people to access their personal data. When a person makes a request for their own information, this is a Subject Access Request under the Data Protection Act; further details on this and the process for submitting Subject Access Requests are available in the Council's Data Protection Policy.

The Data Protection Act exists to protect people's right to privacy, whereas the Freedom of Information Act is about getting rid of unnecessary secrecy.

### 2. Freedom of Information

#### 2.1 What can be requested?

The right to ask for information only relates to information held by the Council at the time the request is made. A request under the Freedom of Information Act gives a right to 'information' rather than specific records or documents.

The Council publishes a wide range of information on its website as per the Council's Publication Scheme. Before submitting a request for information, the Council would urge individuals to visit the Council's website or check the Council's Publication Scheme (available on the website) as the information required may already be published.

#### 2.2 Refusal of a request

In certain circumstances the Council may refuse a request for information. Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused.

The Council may refuse to meet a request where the Council estimates that the time to comply with the request would be in excess of 16 hours in such cases a fees notice will be issued requiring a fee to be paid to complete the request. The Council may also refuse to accede to a request for information where the information is considered to be exempted under the Freedom of Information Act.

Similarly some parts of a request response may be redacted where the release would breach the Data Protection Act. All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in public interest to do so. A written explanation for any refusal of a request for information will always be given.

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### 3. Process

#### 3.1 Making a request

A request must be made in writing to the Council and include as much information as possible to identify and locate the information being requested. Requests should be made in writing to the Clerk, **Hurstpierpoint and Sayers Common Parish Council, Parish Council Office, Trinity Road, Hurstpierpoint, Hassocks, West Sussex, BN6 9UY** or by email to [hurstpierpoint.pc@btinternet.com](mailto:hurstpierpoint.pc@btinternet.com).

The request does not need to state any particular phrases i.e. that it is a 'request under the Freedom of Information Act', or the reason why the information is being sought, however as much detail of the information needed must be given.

Where an individual is not able to make a request in writing, they may ask another person or agency (such as the Citizen's Advice Bureau) to help them or make the request of their behalf.

#### 3.2 Response

The request will be dealt with by the Clerk or in their absence, an Assistant Clerk. The Clerk will do so in accordance with this policy and the guidance set by the Information Commissioners Office for dealing with requests.

##### *Timescale*

The Council will respond promptly to a request for information and in any event, not later than 20 working days after the request has been received. If for any reason the request is likely to take longer to deal with, the Council will inform the requester of this.

##### *Method*

The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Council's offices. Where an inspection of documents is required, this will be arranged with the Clerk for a mutually convenient date and time.

##### *Charges*

In certain circumstances, the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Clerk before the request is processed. The Council's Publication Scheme has full details of charges for the provision of hard copies of documents. The Clerk may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.

#### 3.3 Appeal of a response

If the requester is unhappy with the outcome of their request; usually where a request has been refused or they do not feel that the request has been properly handled, they should first attempt to resolve this directly with the Clerk.

If it cannot be resolved in discussion with the Clerk then an appeal should be submitted to the Information Commissioner. The contact details for the Information Commissioner Office can be found online at [www.ico.org.uk](http://www.ico.org.uk)

### 4. Recording

All requests under the Freedom of Information Act will be recorded on a central log. The Clerk will report any requests received to each Full Council meeting.

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**Information available from Hurstpierpoint and Sayers Common Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Hard copy and website
Contact details for Parish Clerk and Council members	Hard copy and website
Location of main Council office and accessibility details	Hard copy and website
Staffing structure	Hard copy and website
<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)	
Annual Governance and Accountability Return	Hard copy and website
Auditor's report	Hard copy and website
Finalised budget	Hard copy and website
Precept	Hard copy and website
Borrowing Approval letter	Hard copy and website
Standing Orders and Financial Regulations	Hard copy and website
Grants given and received	Hard copy and website
List of current contracts awarded and value of contract	Hard copy and website
Members' Allowances and expenses	Hard copy and website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Strategic Objectives and Development Plans	Hard copy and website
Annual Reports	Hard copy and website
Quality status (Local Council Award Scheme)	Hard copy and website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Hard copy and website
Agendas of meetings	Hard copy and website
Minutes of meetings	Hard copy and website
Reports presented to council meetings – N.B. excludes properly regarded exempt reports	Hard copy and website
Responses to consultation papers	Hard copy and website

# HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Responses to planning applications	Hard copy and website
Bye-laws	Hard copy and website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	
Standing Orders	Hard copy and website
Committee and sub-committee terms of reference	Hard copy and website
Delegated authority in respect of Officers (Scheme of Delegation)	Hard copy and website
Code of Conduct	Hard copy and website
Policy statements	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Hard copy and website
Internal policies relating to personnel	Hard copy and website
Equal Opportunities policy	Hard copy and website
Safety, Health and Environment policy	Hard copy and website
Policies and procedures for handling requests for information	Hard copy and website
Complaints procedures	Hard copy and website
Records management policies	Hard copy and website
Data protection policies	Hard copy and website
Schedule of charges (for the publication of information)	Hard copy and website
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)	
Any publicly available register or list N.B. some information may be available for inspection only	Hard copy and website
Asset Register	Hard copy and website
Register of Members' Interests	Hard copy and website
Register of gifts and hospitality	Hard copy and website
<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)	
Allotments	Hard copy and website
Burial grounds and closed churchyards	Hard copy and website
Community centres and village halls	Hard copy and website
Parks, playing fields and recreational facilities	Hard copy and website
Seating, litter bins, clocks, memorials and lighting	Hard copy and website

Bus shelters	Hard copy and website
Markets	Hard copy and website
Public conveniences	Hard copy and website
Newsletters and publications	Hard copy and website
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and website

**Contact details:**

Hurstpierpoint and Sayers Common Parish Council  
Parish Council Office  
Trinity Road  
Hurstpierpoint  
Hassocks  
West Sussex, BN6 9UY

Tel: (01273) 833264  
Email: [hurstpierpoint.pc@btinternet.com](mailto:hurstpierpoint.pc@btinternet.com)  
Website: [www.hurstpierpoint-pc.org.uk](http://www.hurstpierpoint-pc.org.uk)

**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
<b>Disbursement cost</b>	Photocopying @ 50p per A4 sheet (black & white)	Actual cost (to allow for cost of staff time in procuring the information)
	Photocopying @ £1 per A4 sheet (colour)	Actual cost (to allow for cost of staff time in procuring the information)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	All information held on the Council website	Freely accessible