



FREEDOM OF INFORMATION & PUBLICATION SCHEME

1. Introduction

- 1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.
- 1.2 Plaistow and Ifold Parish Council (the Council) will comply with the requirements of the Act, and in particular will:
- Make as much information as possible available via the Publication Scheme.
 - Respond to requests for information as quickly as possible, and in any event, within the statutory timescales.
 - Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale.
 - Apply exemptions appropriately and consistently.
 - Ensure that any fees charged are calculated appropriately and consistently.

2. How to make a request

- 2.1 A large amount of information is freely available on the Council's website, which can be found at **www.plaistowandifold-pc.gov.uk**
- 2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.
- 2.3 The preferred method for requesting information from the Council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:
Email: **clerk@plaistowandifold-pc.gov.uk**
Please contact the Clerk via telephone to confirm the correct postal address: 01403 839300
- 2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

- 3.1 The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk to clarify your requirements.
- 3.2 If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office

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Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Website: www.ico.gov.uk Telephone:0303 123 1113

4. **Charges**

4.1 Charges made by the Council in relation to the Publication Scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the Council's website is provided free of charge.

4.3 Charges will be made for Actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 12p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 15p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage

THE PUBLICATION SCHEME

5. **The publication scheme commits an authority**

5.1 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.

5.2 To specify the information which is held by the authority and falls within the classifications below.

5.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

5.4 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.

5.5 To review and update on a regular basis the information the authority makes available under this scheme.

5.6 To produce a schedule of any fees charged for access to information which is made proactively available.

5.7 To make this publication scheme available to the public.

5.8 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.

6 **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.

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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.

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, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

8. 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.

9. 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
- postage and packaging
- the costs directly incurred as a result of viewing information

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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 charges.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Payment may be requested prior to provision of the information.

10. Written requests

Information held by a public authority 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.