

## **SANDY TOWN COUNCIL**

# **Freedom of Information Policy**

Under the Freedom of Information Act 2000 there is a duty on public authorities generally to provide information to members of the public on request. This requirement is additional to any other statutory right to obtain information which members of the public or electors have.

Sandy Town Council will comply with the provisions of the Data Protection Act 2000, (and its successors) and the principles contained therein.

These include:

- A general right of access to information held by public authorities subject to certain conditions and exemptions.
- A requirement for public authorities to consider the exercise of any discretion which they may have to disclose information.
- A duty on every public authority to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Information Commissioner and to publish information in accordance with the scheme.

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils. This is explained in detail in the Town Council's Model Publication Scheme.

## **Information available from Sandy Town Council under the model publication scheme**

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Sandy Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Sandy Town Council is made readily available to the public, either free of charge or on payment.

The information maintained by Sandy Town Council comprises of both mandatory documents and optional documents. The classes of information are identified within the table below.

Information is available for inspection at the Sandy Town Council Offices, 10 Cambridge Road, Sandy, SG19 1JE (excluding Bank Holidays) from 9 am to 4 pm, Monday and Wednesday and 9am to 2pm on Friday. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas for the Town Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.

The agenda, supporting documents and public minutes are available on the Sandy Town Council's website.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
	Hardcopy	10p per sheet plus postage costs

<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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Hard copy	10p per sheet plus postage cost
	Website	Free
Precept	Hard copy	10p per sheet plus postage cost
	Website	Free
Borrowing Approval letter (if applicable)	Hard copy	10p per sheet plus postage cost
	Hard copy	10p per sheet plus postage cost
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per sheet plus postage cost
Grants given and received	Website	Free (Annual Report Document)
	Hard copy	10p per sheet plus postage cost
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage cost

Members' allowances and expenses ( <i>allowances are not given at STC</i> )	Hard copy	10p per sheet plus postage cost
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(Hard copy or website)	
Parish Plan – Community Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	10p per sheet plus postage cost
Local charters drawn up in accordance with DCLG guidelines	Website	Free
	Hard copy	Free
	N/a as yet	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>	(Hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
		10p per sheet plus postage cost

Agendas of meetings (as above)	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per sheet plus postage cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per sheet plus postage cost
Responses to consultation papers	Website	Free
Responses to planning applications	Hard copy	10p per sheet plus postage cost
	Hard copy	10p per sheet plus postage cost
Bye-laws	Website	Free (minutes of meetings)
	Hard copy	10p per sheet plus postage cost
Bye-laws	Hard copy	10p per sheet plus postage cost
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy or website)	
Current information only		

<p><b>Policies and procedures for the conduct of council business:</b></p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><b>All:</b></p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b></p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p><b>All:</b></p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus postage cost</p>

Information security policy	Hard copy	10p per sheet plus postage cost
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet plus postage cost
Data protection policies and GDPR Policies	Website	Free
Schedule of charges (for the publication of information)	Hard copy	10p per sheet plus postage cost
	Website	Free
	Hard copy	10p per sheet plus postage cost
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Personal inspection	Free
	Hardcopy	10p per sheet plus postage cost
Assets Register	Personal inspection	Free
	Hardcopy	10p per sheet plus postage cost



Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/a as yet	
Register of members' interests	Hard copy	10p per sheet plus postage cost
Register of gifts and hospitality	Hard copy	10p per sheet plus postage cost
<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)	(Hard copy or website; some information may only be available by inspection)	
Current information only		
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Hard copy	10p per sheet plus postage cost
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	Website	Free
	Hard copy	10p per sheet plus postage cost
	Website	Free
	Hard copy	10p per sheet plus postage cost

Bus shelters	Website	Free
Markets	Hard copy	10p per sheet plus postage cost
Public conveniences	N/A	
Car Park	Website	Free
Agency agreements	Hard copy	10p per sheet plus postage cost
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p per sheet plus postage cost
	Hard copy	10p per sheet plus postage cost
	Hard copy	10p per sheet plus postage cost
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Note:** There is no charge for digital electronic copies of information, but dependant on staff time utilised to compile an electronic document a charge may be applied. The cost would be advised at the time of request.

**Note:** Exclusions – all documentation relating to individual applications and registrations in accordance with the Data Protection Act 1998.

**Note:** Any postage will be charged at cost (2<sup>nd</sup> Class)

Chris Robson  
Town Clerk  
Sandy Town Council

Reviewed: 14<sup>th</sup> October 2019

