

Ashdon Parish Council

Access to Information Policy

Freedom of Information Act 2000

To meet the requirements of the Freedom of Information Act 2000 (FOIA) Ashdon Parish Council has examined the range of documents it holds and resolved to make many of these available to the public.

The Parish Clerk will take responsibility for the Council's publication scheme and will manage it on a day-to-day basis, the full contact details are provided below.

Classes of Information for publication are shown below, these are based on the Information Commissioner's Office (ICO) Model Scheme for Local Councils and reflect the responsibilities of Ashdon Parish Council.

Availability of Information

Information, where possible, will be available from the website (free of charge): ashdonparishcouncil.gov.uk. For any information that is not on the website you can contact the Parish Clerk: clerk@ashdonparishcouncil.gov.uk or telephone: 01376 550927.

Charges for Information

The Parish Council will not charge for the inspection of documents or for viewing the information.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying 10p per sheet (black and white)	Cost plus time
	Photocopying 15p per sheet (colour)	Cost plus time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Outside of Parish	Any single copy of any available document, or multiple copies of the same will only be provided to any resident outside the Parish of Ashdon or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage where applicable	

The Parish Council complies with the FOIA. The biggest cost in providing information under the FOIA is likely to be staff time. Staff time is provisioned at £25 per person per hour, regardless of who does the work, including external

contractors. In accordance with the FOIA, there is a limit of £600 of staff costs attributable to the FOI request (or 24 staff hours). Any refusal from the Parish Council to provide information will be communicated in accordance with the FOIA.

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format the Council will endeavour to provide copies within 20 working days of receiving the request.

If you are unhappy with the way in which Ashdon Parish Council has dealt with your request under the FOIA or the Environmental Information Regulations you should raise the matter in accordance with our usual Complaints Procedure.

Publication Scheme

Information available from Ashdon Parish Council under the Freedom of Information Act publication scheme:

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees (where relevant). Details of any representation on local public bodies	Website	No charge
Contact details for Parish Clerk and Council members Ashdon Parish Council does not have an office. The Parish Clerk works from their own home which is the registered address for the Parish Council	Website	No charge
Staffing structure	Website	No charge

Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	No charge
Finalised Budget & Precept	Website	No charge
All items of expenditure above £100	Website	No charge
Financial Standing Orders and Regulations	Website	No charge
Grants given and received	Website	No charge
List of current contracts awarded and value of contract Worknest (Employment Law/HR & Health & Safety Services) - Annual Fee £2,638.00	Copy available on request (by email)	No charge
Members' allowances and expenses Ashdon Councillors do not claim an allowance, any expenses claimed are shown in the minutes	Website	No charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	No charge
Parish Plan	Website	No charge
Annual Report to Parish or Community Meeting	Website	No charge
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	No charge
Agendas of meetings (as above)	Website (current agenda only)	No charge
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	No charge
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	No charge
Responses to consultation papers	Website	No charge
Responses to planning applications	Website	No charge
Bye-laws	Not held	
Class 5 – Our policies and procedures (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"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	All Policies & Procedures are available on the website	No charge No charge No charge No charge
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services 	All Policies & Procedures are available on the	No charge

<ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	website	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website	No charge
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)</p>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website	No charge
Disclosure log indicating the information provided in response to FoIA and EIR requests. These are recommended as good practice	Available on request (by email)	No charge
Register of members' interests	UDC Website	No charge
Register of gifts and hospitality	Website	No charge
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only (hard copy or website; some information may only be available by inspection)</p>		
Allotments	Not held	

Burial grounds and closed churchyards	Available by inspection	No charge
Ashdon Village Hall - the Parish Council is the sole trustee	Available on request (by email)	No charge
Safety Inspection Reports for Play Areas	Available on request (by email)	No charge
Seating, litter bins, clocks, memorials and lighting	Website	No charge
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees		
Burial Fees	Available on request	No charge
Additional Information		
Information not itemised in the lists above		