



## **QUENDON AND RICKLING PARISH COUNCIL**

### **Freedom of Information Policy**

Information available from Quendon and Rickling Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that ICO would expect our Parish Council to provide in order to meet their commitments under the model publication scheme.

ICO would expect Q&RPC to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<b>Class1 - 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.	On the Website and available from the Parish Clerk	Free by email
Who's who on the Council and its Committees	Website/ Parish Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards/Website/ Parish Clerk	
Location of main Council office and accessibility details	No Office	
Staffing structure	Parish Clerk only	
<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	From Parish Clerk Annual accounts on the website	
Annual return form and report by auditor	From Parish Clerk/Website	
Finalised budget	From Parish Clerk	
Precept	From Parish Clerk	

Borrowing Approval letter	No borrowing	
Financial Standing Orders and Regulations	From Website	
Grants given and received	From Parish Clerk	
List of current contracts awarded and value of contract	From Parish Clerk	
Members' allowances and expenses	None paid	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	From Parish Clerk/Website	
Parish Plan (current and previous year as a minimum)	None available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From Website	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	From Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	From Website or the notice boards	
Agendas of meetings (as above)	From Website or noticeboards	

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="#">From Website</a>	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="#">From Parish Clerk</a>	
Responses to consultation papers	<a href="#">From Parish Clerk</a>	
Responses to planning applications	<a href="#">From Parish Clerk/Website and Uttlesford District Council Planning Portal</a>	
Bye-laws	<a href="#">None</a>	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<a href="#">All available on the website</a>	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	<a href="#">All available on the website</a>	
Policies and procedures for the provision of services and about the employment of staff:		

Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	<a href="#">All available on the website</a>	
Information security policy	<a href="#">From Parish Clerk</a>	
Records management policies (records retention, destruction and archive)	<a href="#">From Parish Clerk</a>	
Data protection policies	<a href="#">From Website</a>	
Schedule of charges (for the publication of information)	<a href="#">See above</a>	
<b>Class 6 – Lists and Registers</b>	<a href="#">None</a>	
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)	<a href="#">None</a>	
Assets register	<a href="#">On website (awaiting publication)</a>	
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)	<a href="#">None</a>	
Register of members' interests	<a href="#">From Uttlesford District Council</a>	
Register of gifts and hospitality	<a href="#">None</a>	

<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	None	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Some seating	
Bus shelters	From Asset List (awaiting publication)	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Parish Clerk – Mr. Keith Williams                      01279 814473  
or [quendonandrickling.clerk@hotmail.com](mailto:quendonandrickling.clerk@hotmail.com)

Website: [www.quendonandrickling.co.uk](http://www.quendonandrickling.co.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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with



		the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

**This policy was reviewed and adopted on 10<sup>th</sup> July 2024**

**Signed: Keith Williams (Parish Clerk)**