

GUIDE TO INFORMATION - STAVERTON PARISH COUNCIL

Under the Model Publication Scheme

The Freedom of Information Act 2000 (F)IA) and Environmental Information Regulations 2004 (EIR) place legislative requirements on all public authorities, including local councils. The laws established the legal Right to Know, a presumption in favour of public access to information held by public authorities subject to certain exemptions; and other measures to improve public sector transparency.

The Parish Council is obliged to provide information:

- Through a publication scheme
- In response to requests made under the General Right of Access.

The Parish Council when responding to requests:

- Must publicize the time limit public authorities are allowed for responding to requests - 20 working days. (For environmental information or information requiring complex responses the time limit will be 40 working days)
- Must publicize the fees or amount that public authorities can charge for dealing with requests – set out at the end of this document.
- Public authorities are not obliged to deal with requests if the costs of finding the information exceed a set amount known as the appropriate limit – see charges at the end of the document.
- Public authorities need not comply with vexatious or repeated requests.

Requests for information, other than Environmental Issues, must be in writing either by email or letter.

If a request for information is refused for reasons that the information is not held by the Parish Council, or the Parish Council has decided that it should not be made available to public as it is sensitive or not in the public interest, or it is protected by the DATA Protection Act, or the information cannot be found by enquiring of other agencies, then the applicant will be advised of any difficulties in accessing this information at all times.

Reasons for refusing must be in accordance with the respective provisions of the legislation, including consideration of the public interest test where this applies.

Appeal Process – If the information requested cannot be supplied and a refusal is given then reasons will be given and the applicant has a right of appeal, either by issuing a formal complaint directly to the Parish Council or appeal to the Information Commissioner.

The Act also recognises that there are valid reasons for withholding information by setting out a number of exemptions from the right to know, some of which are subject to a public interest test. The Parish Council undertakes to review its policy annually or sooner if necessary.

Information to be published	How the information can be obtained	COST
Class1 - Who we are and what we do (At present there are no sub committees of Staverton Parish Council)		
Who's who on the Council (There are 9 Parish Councillors)	Notice board/Website/email hard copy	Free See charges below
Contact details for Parish Clerk and Council members	Notice board/Website/email hard copy	Free See charges below
The Parish Council does not have a designated office. The Council address for all correspondence and administration is the home address of the Parish Clerk.	Notice board/Website/email hard copy	Free See charges below
Staffing structure – There is only one member of Staff, the Parish Clerk	Notice board/Website/email hard copy	Free See charges below
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor (On website under Annual Return with signed copies of internal and external auditor reports) A full internal audit report can be requested by email.	Minutes/Noticeboard/Website/email hard copy	Free See charges below
Finalised budget – This can be discussed by appointment with the Parish Clerk – see details below.	Minutes/email hard copy	Free See charges below
Precept – The figure set for the following financial year can be found in the minutes of the Parish Council meetings held in November and January of each year.	Minutes/email Hard copy	Free See charges below
Financial Standing Orders and Regulations	Email Hard copy	Free See charges below
Grants given and received	Minutes/email Hard copy	Free See charges below
List of current contracts awarded and value of contract	Email Hard copy	Free See charges below
Members' allowances and expenses – Members do not get allowances	Email	Free

Class 3 – What our priorities are and how we are doing		
Parish Plan 1998 – At a public meeting in 2009 residents voted against putting together a new plan	Hard copy	See charges below
Annual Report – Reports from the Chair and the Responsible Financial Lead/Parish Clerk are included in the Annual Parish Meeting Minutes held in May of each year.	APM Minutes/Website/Email Hard copy	Free See charges below
Class 4 – How we make decisions		
Timetable of meetings	Minutes/Agendas/Website/Notice boards/ hard copy	Free See charges below
Agendas of meetings	Minutes/Website/Notice boards/ hard copy	Free See charges below
Minutes of meetings– <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Minutes/Website/Notice boards/ hard copy	Free See charges below
Responses to planning applications	Minutes/Website/emails Hard copy	Free See charges below
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural Model Standing Orders Delegated authority in respect of officers – Councillors responsibilities	Email Hard copy	Free See charges Below
Code of Conduct	Website/Email Hard Copy	Free See charges below
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	Website/Email Hard Copy	Free See charges below
Risk Assessments and Health and Safety policies	Website/Email Hard copy	Free See charges below
Policies and procedures for handling requests for information	Website/Email	Free

Complaints procedures – Code of Conduct	Website/Email Hard copy	Free See charges below
Records management policies (records retention, destruction and archive)	Email Hard copy	Free See charges below
Data protection policies – Privacy Statement - Other policies available on request.	Website/email Hard copy	Free See charges below
Schedule of charges		See below
Class 6 – Lists and Registers		
Assets Register	Website/Email Hard copy	Free See charges below
Register of members' interests	Website/Email Hard copy	Free See charges below
Class 7 – The services we offer		
Village Hall – Hire Fees The village hall can be located off Cygnet Way and is situated on the sports ground. Car parking facilities are provided on the ground and at a car park situated at Cottles Barton. The building has a medium sized hall with toilet facilities and a recently extended kitchen (suitable for up to 30 guests). A hatchway has been installed to an outside patio area to supply catering to field visitors. Special rates for term hires for groups and organisations. The field is regularly used by Staverton Rangers Youth Football Teams.	Website/Notice Boards/Email Hard copy	Free See charges below
Sports Ground and recreational facilities – Hire Fees for the field The sports ground is jointly owned and managed by Staverton Primary School and Staverton Parish Council under the terms of a Management Agreement. The Parish Council is tasked with maintaining the ground but the school has use of the grounds during school term times. The Executive Committee of the Playing Field holds its meeting in June bi-ennially. Copies of the Management Agreement can be made available on request. The tennis court is open to the public for free use.	Website/Email Hard copy	Free See charges below
Seating/ litter bins/Notice boards	Email	Free
Bus shelter at Elm Close	Email	Free
Newsletter – Free copy posted to every home in Staverton	Hard copy	Free
Thestfield Roundabout – Under license from Wiltshire Council for landscape maintenance	Email information on request	Free
Play Area at School Lane (This is the only play area in Staverton owned, equipped and maintained by Staverton Parish Council)	Email information on request	Free

Contact details:

Mrs J Jones, Staverton Parish Clerk, 30 Marina Drive, Staverton BA14 8UR
 Telephone: 01225 765553 - Email: parishclerk@stavertonparishcouncil.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost - Maximum of 50 sheets printed for each request. Information comprising of over 50 sheets will be sent electronically.
	Postage	Actual cost - Of Royal Mail standard second class
Statutory Fee		This is in accordance with the relevant legislation <i>Environmental Information Regulations Act 2004 (Regulation 8 (8) (a).)</i>
Other	For a larger amounts of information taking more than 1 hour to research and collate	A suggested donation of £10 per hour