



## FOREST ROW PARISH COUNCIL FREEDOM OF INFORMATION 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 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 as to 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.forestrow.gov.uk](http://www.forestrow.gov.uk)

2.2 If the information sought cannot be found, the information can be requested 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:

#### **The Parish Clerk**

**Forest Row Parish Council**

**The Community Centre**

**FOREST ROW RH18 5DZ**

**Or via email [parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)**

2.4 The request should provide as full a description as possible of the information required, and the preferred method for receiving the information.

### 3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information is asked for and be able to say where it can be found. If the information received is not

what was asked for or required, the Clerk or named officer should be contacted to clarify the requirements.

3.2 Any person who believes that the Council has not dealt with their request fairly, if it cannot be resolved on an informal basis, should follow our complaints procedure.

3.3 If our complaints procedure has been followed but the complainant is still not happy with how we have dealt with the request, they 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**

**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 @ 10p per A4 sheet (black & white only) | Actual cost incurred                                 |
| Photocopying @ 12p per A3 sheet (black & white only) | Actual cost incurred                                 |
| Postage  | Actual cost of Royal Mail standard 2nd class postage |

#### 5. Information available from the Parish Council under the model publication scheme

| Information to be published   | How available       | Cost              |
|---|---------------------|-------------------|
| <b>Class 1 – Who we are and what we do</b><br>(Organisational information)      |                     |                   |
| Who's who on Council & Committees   | Website / hard copy | Disbursement cost |
| Contact details for Clerk & Members   | Website / hard copy | Disbursement cost |
| Location of Council office & accessibility issues                               | Website / hard copy | Disbursement cost |
| Staffing structure  | Website / hard copy | Disbursement cost |
| <b>Class 2 – What we spend &amp; how we spend it</b><br>(Financial information) |                     |                   |
| Accounts & audit reports  | Website / hard copy | Disbursement cost |
| Finalised budget  | Website / hard copy | Disbursement cost |
| Precept   | Website / hard copy | Disbursement cost |
| Borrowing approval letter (where appropriate)                                   | Website / hard copy | Disbursement cost |

|   |                                  |                   |
|---|----------------------------------|-------------------|
| Financial Regulations   | Website / hard copy              | Disbursement cost |
| Grants made and received  | Website / hard copy              | Disbursement cost |
| Current contracts and their value   | Website / hard copy              | Disbursement cost |
| Members' allowances & expenses  | Website / hard copy              | Disbursement cost |
| <b>Class 3 – Our priorities &amp; how we perform</b><br>(Strategies & forward plans where appropriate)                          |                                  |                   |
| Business plan(s)  | Website / hard copy              | Disbursement cost |
| Annual Report   | Website / hard copy              | Disbursement cost |
| <b>Class 4 – How we make decisions</b><br>(Decision-making and records of decisions)  |                                  |                   |
| Timetable of meetings (Full Council/Committees)   | Website / hard copy              | Disbursement cost |
| Agendas of meetings   | Website / hard copy              | Disbursement cost |
| Minutes of meetings (except confidential matters)   | Website / hard copy              | Disbursement cost |
| Reports to meetings (except confidential matters)   | Website / hard copy              | Disbursement cost |
| Consultations and responses (where appropriate)   | Website / hard copy              | Disbursement cost |
| Planning application responses  | Website / hard copy              | Disbursement cost |
| Bye laws  | Hard copy                        | Disbursement cost |
| <b>Class 5 – policies &amp; procedures</b><br>(Current Council policies and delivery protocols)                                 |                                  |                   |
| Policy list & individual policies, covering:<br>Members/ Finance/ Community/ Youth/<br>Technology & records/ Environment/ Staff | Website / hard copy              | Disbursement cost |
| Schedule of charges   | Website / hard copy              | Disbursement cost |
| <b>Class 6 – Lists &amp; registers</b>  |                                  |                   |
| Any publicly available list not noted above   | Hard copy                        | Disbursement cost |
| Asset Register  | Website / hard copy              | Disbursement cost |
| Register of Members' interests  | Website / hard copy              | Disbursement cost |
| Register of gifts & hospitality (where appropriate)   | Website / hard copy              | Disbursement cost |
| <b>Class 7 – Council services</b><br>(Service leaflets& guidance)   |                                  |                   |
| Community Centre activities   | Leaflet on request               | Free of charge    |
| Hire of Green   | Leaflet on request               | Free of charge    |
| Allotments  | Leaflet on request               | Free of charge    |
| Burial services   | Leaflet on request               | Free of charge    |
| Market  | Leaflet on request               | Free of charge    |
| Car Hire club   | Leaflet on request               | Free of charge    |
| Cycle Hire Scheme   | Leaflet on request               | Free of charge    |
| Medical Transport scheme  | Leaflet on request               | Free of charge    |
| 'Gages' community lunches menu  | Leaflet on request               | Free of charge    |
| 'Thursday Club (seniors) activity programme   | Leaflet on request               | Free of charge    |
| 'FRowfriends' befriending service   | Leaflet on request               | Free of charge    |
| Repair Cafe   | Leaflet on request               | Free of charge    |
| Newsletters & 'Parish News' articles  | Delivered directly to households | Free of charge    |

Policy due for review:  
May 2022