



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

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

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
Class 1 – Who we are and what we do (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
Class 2 – What we spend & how we spend it (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
Class 3 – Our priorities & how we perform (Strategies & forward plans where appropriate)		
Business plan(s)	Website / hard copy	Disbursement cost
Annual Report	Website / hard copy	Disbursement cost
Class 4 – How we make decisions (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
Class 5 – policies & procedures (Current Council policies and delivery protocols)		
Policy list & individual policies, covering: Members/ Finance/ Community/ Youth/ Technology & records/ Environment/ Staff	Website / hard copy	Disbursement cost
Schedule of charges	Website / hard copy	Disbursement cost
Class 6 – Lists & registers		
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
Class 7 – Council services (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 2021