

FREEDOM OF INFORMATION

Introduction:

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

public authorities are obliged to publish certain information about their activities; and members of the public are entitled to request information from public authorities.

Ludgvan Parish Council has adopted the Model Publication Scheme

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland.

Principles:

The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to. This is sometimes described as a presumption or assumption in favour of disclosure. The Act is also sometimes described as purpose and applicant blind.

This means that:

- everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;
- an applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;
- we must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data. The information someone can get under the Act should not be affected by who they are. We treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and
- because we treat all requesters equally, we only disclose information under the Act if we would disclose it to anyone else who asked. In other words, we consider any information we release under the Act as if it were being released to the world at large.

Information covered:

The Act covers all recorded information held by a public authority. It is not limited to official documents and it covers, for example, drafts, emails, notes, recordings of telephone conversations and CCTV recordings. Nor is it limited to information we create, so it also covers, for example, letters we receive from members of the public, although there may be a good reason not to release them

Who can make a request under the Act:

Anyone can make a freedom of information request – they do not have to be UK citizens, or resident in the UK. Freedom of information requests can also be made by organisations, for example a newspaper, a campaign group, or a company. Employees of a public authority can make requests to

their own employer, although good internal communications and staff relations will normally avoid the need for this.

Requesters should direct their requests for information to the public authority they think will hold the information. The public authority that receives the request is responsible for responding. Requests should not be sent to the Information Commissioner's Office (ICO), except where the requester wants information the ICO holds.

What happens if you make a request?

We have two separate duties when responding to a request:

to tell the applicant whether we hold any information falling within the scope of their request; and to provide that information.

We will normally to respond to a request within 20 working days.

Requests under the Act or other requests for information should be directed to:

Steve Hudson
Clerk to Ludgvan Parish Council
Brynmor
St Ives Road
Carbis Bay
St Ives
Cornwall TR26 2SF
01736 799637
ludgvanclerk@btinternet.com

Information available from LUDGVAN Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p/sheet
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard Copy	Free 10p/sheet

Finalised budget	Website Hard Copy	Free 10p/sheet
Precept		
Financial Standing Orders and Regulations	Website Hard Copy	Free £3
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p/sheet

Responses to consultation papers	Minutes - website Minutes - Hard Copy	Free 10p/sheet
Responses to planning applications	Minutes - website Minutes - Hard Copy	Free 10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	See standing orders/Fin Regs	
Code of Conduct	Website Hard Copy	Free 10p/sheet
Policy statements	Website Hard Copy	Free 10p/sheet
Data protection policies	Website Hard Copy	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard Copy	10p/sheet
Register of members' interests	Hard Copy	10p/sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard Copy	Free 10p/sheet
Burial grounds and closed churchyards	Website Hard Copy	Free 10p/sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
Bus shelters	Hard Copy	10p/sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Clerk to the Council
Brynmor
St Ives Road
Carbis Bay
St Ives TR26 2SF
01736 799637
ludgvancouver@btinternet.com

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority