**FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME – ICKLESHAM PARISH COUNCIL**

1. **What is Freedom of Information?**
	1. Freedom of information provides public access to information held by public authorities under the Freedom of Information Act 2000.
	2. Icklesham Parish Council (the Council) provides this public access in two ways:
* Publishing certain information proactively as per the Council’s Publication Scheme;
* Responding to requests for information from members of the public or organisations.
	1. The Act covers any recorded information that is held by the Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.
1. **What can be requested?**
	1. The right to ask for information only relates to information held by the Council at the time the request is made.
	2. A request under the Freedom of Information Act gives a right to ‘information’ rather than specific records or documents.
	3. The Council publishes a wide range of information on its website and as per the Council’s Publication Scheme. Before submitting a request for information, the Council would urge individuals to visit the Council’s website ([www.ickleshampc.org.uk](http://www.ickleshampc.org.uk)) or check the Council’s Publication Scheme as the information required may already be published.
2. **Refusal of a request**
	1. In certain circumstances the Council may refuse a request for information.
	2. Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused.
	3. The Council may refuse to meet a request where the Council estimates that the time to comply with the request would be in excess of 5 hours. In such cases a fees’ notice will be issued requiring a fee to be paid to complete the request.
	4. The Council may also refuse to accede to a request for information where the information is considered to be exempted under the Freedom of Information Act. Similarly some parts of a request response may be redacted where the release would breach the Data Protection Act.
	5. All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in the public interest to do so. A written explanation for any refusal of a request for information will always be given.
3. **Making a request**
	1. A request must be made in writing. The request does not need to state the reason why the information is being sought, however as much information as possible must be given to enable the Council to identify and locate the information being requested.
	2. Requests should be made in writing to the Parish Clerk, Icklesham Parish Council, c/0 Wildgoose Cottage, Gorsethorn Way, Fairlight, East Sussex, TN35 4BQ or by email to ickleshampc@hotmail.co.uk
	3. Where an individual is not able to make a request in writing, perhaps as a result of illiteracy, disability or illness, they may ask another person or agency (such as Citizen’s Advice Bureau) to help them or make the request of their behalf.
4. **Response**
	1. The request will be dealt with by the Clerk. The Clerk will do so in accordance with the guidance set by the Information Commissioners Office for dealing with requests.
	2. The Council will respond promptly to a request for information and in any event, not later than the 20th working day after the request has been received. If for any reason the request is likely to take longer to deal with, the Council will inform the requester of this.
	3. The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Council’s offices. Where an inspection of documents is required, this will be arranged with the Clerk for a mutually convenient date and time.
	4. In certain circumstances the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Clerk before the request is processed. The Council’s Publication Scheme has full details of charges for the provision of hard copies of documents.
	5. The Clerk may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.
5. **Appeal of a response**
	1. If the requester is unhappy with the outcome of their request; usually where a request has been refused or they do not feel the request has been properly handled, they should first attempt to resolve this directly with the Clerk.
	2. If it cannot be resolved in discussion with the Clerk then an appeal should be submitted to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
6. **Recording**
	1. All requests under the Freedom of Information Act will be recorded on a central log.
	2. The Clerk will report any requests received as part of the Clerk’s report to each Full Council meeting.
7. **Information available from Icklesham Parish Council under the Freedom of Information Act Model Publication Scheme**

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| **Information to be published** | **How it can be obtained** |
| **Class 1 – Who we are and what we do** |  |
| Who’s who on the Council and its Committees | Website/hard copy |
| Contact details for Clerk and Council Members | Website/hard copy |
| Location of Council office and accessibility details | Website/hard copy |
| Staffing structure | Website/hard copy |
| **Class 2 – What we spend and how we spend it** |  |
| Annual return form  | Website/hard copy |
| Auditor’s report | Website/hard copy |
| Finalised budget  | Website/hard copy |
| Precept | Website/hard copy |
| Standing Orders and Financial Regulations | Website/hard copy |
| Grants given and received | Website/hard copy |
| Members’ allowances and expenses  | Website/hard copy |
| **Class 3 – What our priorities are and how we are doing** |  |
| Five year plan – under development | Website/hard copy |
| Annual Report | Website/hard copy |
| Local Council Award Scheme – under development | Hard copy |
| **Class 4 – How we make decisions** |  |
| Timetable of meetings (Council, any Committee/Sub-Committee meetings and Annual Parish Meeting) | Website/hard copy |
| Agendas of meetings (as above) | Website/hard copy |
| Minutes of meetings (as above) –NB this will exclude information that is properly regarded as private to the meeting. | Website/hard copy |
| Responses to consultation~~s~~ papers | Website/Hard copy |
| Responses to planning applications (normally minutes of Planning Committee meetings) | Website/hard copy |
| Bye-laws | Website/hard copy |
| **Class 5 - Our policies and procedures** |  |
| Policies and procedures for the conduct of Council business: |  |
| Procedural standing orders | Website/Hard copy |
| Committee and sub-committee terms of reference | Website/Hard copy |
| Delegated authority in respect of officers | Website/hard copy |
| Code of Conduct | Website/hard copy |
| Policy statements | Website/hard copy |
| Policies and procedures for the provision of services and about the employment of staff: |  |
| Internal policies relating to the delivery of services | Website/hard copy |
| Internal policies relating to personnel | Website/hard copy |
| Equality and diversity policy | Website/hard copy |
| Health and safety policy | Website/hard copy |
| Policies and procedures for handling requests for information | Website/hard copy |
| Complaints procedures  | Website/Hard copy |
| Records management policies – under development | Website/hard copy |
| Data protection policies | Website/hard copy |
| Schedule of charges for the publication of information | Website/hard copy |
| **Class 6 – Lists and Registers** |  |
| Any publicly available register or list | Hard copy |
| Asset Register | Hard copy |
| Disclosure Log | Hard copy |
| Register of Members’ interests | Rother District Council Website |
| Register of gifts and hospitality | Hard copy |
| **Class 7 – The services we offer** |  |
| Allotments  | Website/hard copy |
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| Parks, playing fields and recreational facilities | Website/hard copy |
| Seating, litter bins, clocks, memorials and lighting | Website/hard copy |
| Bus shelters  | Website/hard copy |
| Public conveniences | Website/hard copy |
| A summary of services for which the Council is entitled to recover a fee, together with those fees  | Website/hard copy |

1. **Schedule of charges**

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| **Type of Charge** | **Description** | **Basis of Charge** |
| Disbursement cost | Photocopying @ 8p per A4 sheet (black & white) | Actual cost |
|  | Photocopying @ 10p per A4 sheet (colour) | Actual cost |
|  | Photocopying @ 12p per A3 sheet (black & white) | Actual cost |
|  | Photocopying @ 15p per A3 sheet (colour) | Actual cost |
|  | Website downloads | Free of charge |
|  | Postage | Actual cost Royal Mail 2nd class |