

## **SHEET PARISH COUNCIL FREEDOM OF INFORMATION ACT 2000 PROCEDURE AND PUBLICATION SCHEME**

### **Purpose and Scope**

This procedure sets out an individual's rights to information and Sheet Parish Council's obligations to comply with legislation

The Freedom of Information Act 2000 gives individuals the right to obtain information held by public authorities unless there are good reasons for keeping it confidential. Some information could be exempt from disclosure.

Sheet PC as a public authority is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. This Publication Scheme is drafted using the Information Commissioner's model template.

The Information Commissioner's Office (ICO) is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully.

### **How to Make a Request**

There are three ways to obtain information held by Sheet PC:

- Sheet Parish Council's website: [www.sheetparishcouncil.gov.uk](http://www.sheetparishcouncil.gov.uk)
- Physical inspection, upon request and subject to prior arrangements with the Clerk
- By e-mail or written request

When making a request to inspect documents or a written request:

- Make the information as specific as possible. If a request is too broad Sheet PC may ask for clarification. This could mean it takes longer to get the information.
- Provide as full a description as possible of the information required
- Be clear about the preferred format for receiving the information, for example, by e-mail or as a paper copy

### **What Happens Once a Request Has Been Received.**

Any request for information should be treated by Sheet PC as a formal request for information and Sheet PC suggests that e-mails or letters are clearly marked as Freedom of Information Requests so as to avoid any confusion.

Sheet PjC must respond promptly to requests or, in any event, within 20 working days, although Sheet PjC has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considered the public interest test, Sheet PC must do so "within a reasonable time".

### **What if the Information is Refused?**

Where Sheet PC decides not to disclose the information requested it must give reasons for its decision. Sheet PC must also explain how the exemption or exception applies and must explain the arguments

under the public interest test. Sheet PC must also inform the individual of their right to complain to the ICO.

### **How Can the ICO Help and What is the Legal Process?**

An individual may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, if the individual believes that there has been excessive delay or wishes to dispute the application of an exemption or refusals made on public interest grounds.

The ICO may serve a decision notice on Sheet PC either confirming the decision made by Sheet PC or directing Sheet PC to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court.

If the individual or Sheet PC disagrees with the ICO's decision an appeal must be made within 28 days to the independent Information Tribunal.

The Information Tribunal may uphold the ICO's decision notice, amend it or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

### **Additional Information**

Additional information and guidance on the Freedom of Information Act is available on the ICO website/via e-mail at [www.ico.gov.uk](http://www.ico.gov.uk)

### **Classes of Information**

The information held by Sheet PC has been recorded under the following classes of information as set out in the Model Publication Scheme:

- Class 1 – Who We Are and What We Do
- Class 2 – What we Spend and How We Spend It
- Class 3 – What Our Priorities Are and How We Are Doing
- Class 4 – How we Make Decisions
- Class 5 – Our Policies and Procedures
- Class 6 – Lists and Registers
- Class 7 – The Services We Offer

### **Review**

This policy will be reviewed 3- years from the date of adoption by Sheet PC

Adopted by Sheet PC on 13<sup>th</sup> January 2026

**Information available from Sheet PJC under the Freedom of Information Act Model Publication Scheme**

This template covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as “not held” in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website/via e-mail</p> <p>Hard copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Website/via e-mail</p> <p>Hard copy/ Shown on website</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website/via e-mail</p> <p>Hard copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Staffing structure</p> <p>N/A (Clerk only – shown on website)</p>	<p>Website/via e-mail</p> <p>Hard copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
<p>Statement of accounts and internal audit report in</p>	<p>Website/via e-mail</p>	<p>Free</p>

the format included in the Annual Return form	Hard copy	10p per A4 sheet
Finalised budget	Hard copy	10p per A4 sheet
Precept	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
Borrowing Approval letter	Not Held	Not Held
All items of expenditure above £100- available in Minutes	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
Financial Standing Orders and Regulations	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
Grants given and received	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	Not Applicable	Not Applicable
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
Parish Plan (Analysis of Parish Questionnaire,	Website/via e-mail	Free

SNDPA Priorities)	Hard copy	10p per A4 sheet
Annual Report to Parish or Community Meeting	Website/via e-mail Hard copy	Free 10p per A4 sheet
Quality status	Not Applicable	Not Applicable
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicable	Not Applicable
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not Held	Not Held
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/via e-mail Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above)	Website/via e-mail/ Parish Noticeboards Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/via e-mail Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per A4 sheet

Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Via Email Hard copy	Free 10p per A4 sheet
Bye-laws	Not Applicable	Not Applicable
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website/via e-mail  Hard copy	Free  10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (as relevant)</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website/via e-mail  Hard copy	Free  10p per A4 sheet
Records management, personal data and access to information policies	Website/via e-mail  Hard copy	Free  10p per A4 sheet

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Existing access provisions	Existing access provisions
Assets register, including details of public land and building assets	Website/via e-mail  Hard copy	Free  10p per A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not currently held	Not currently held
Register of members' interests	Website/via e-mail  Hard copy	Free  10p per A4 sheet
Register of gifts and hospitality	Not Applicable	Not Applicable
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Website/via e-mail  Hard copy	Free  10p per A4 sheet
Burial grounds and closed churchyards	Not Applicable	Not Applicable
Community centres and village halls	Website/via e-mail	Free

	Hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	Website/via e-mail	Free
	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Not currently available	Not currently available
Bus shelters	Not Applicable	Not Applicable
Markets	Not Applicable	Not Applicable
Public conveniences	Not Applicable	Not Applicable
Agency agreements	Not Applicable	Not Applicable
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not Applicable	Not Applicable
<b>Additional Information</b>		
Information not itemised in the lists above		

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Staff time where the appropriate limit is exceeded	In accordance with Section 9 of the FOI Act a fee may be charged for providing information in response to

		a request. The fee is determined in accordance with the Fees Regulations which set out what charges are permissible for information requests.
<b>Other</b>		

Contact Details: Parish Clerk ([clerk@sheetparishcouncil.gov.uk](mailto:clerk@sheetparishcouncil.gov.uk))  
Sheet Parish Council  
c/o The Village Hall, Village Street, Sheet GU32 2AQ  
Tel: 07585 669562