



West Horsley Parish Council

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 (FOIA) 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. There are also similar rights to environmental information under the Environmental Information Regulations (EIR)

West Horsley Parish Council will comply with the requirements of the FOIA, and in particular, will:

- make as much information as possible available via a publication scheme
- respond to requests for information as quickly as possible, and in any event, within the statutory timescales (20 working days from receipt of the request)
- where it is not possible to respond fully within the statutory timescale, we will:
 - advise you why, and give an estimated date by which the information will be provided
 - provide as much of the information as possible within the earlier timescale
- apply exemptions appropriately and consistently
- ensure that any fees to be charged are calculated appropriately and consistently

Publication Scheme

We are also required to produce a Publication Scheme. The publication scheme below has been prepared and approved by the Information Commissioner's Office and adopted without modification by West Horsley Parish Council. It commits the Council to make information available to the public as part of its normal business activities.

The table below sets out the information that we can provide. Information that is not published under the scheme can be requested in writing, when its provision will be considered by the Council in accordance with the Freedom of Information Act.

How to make a Freedom of Information (FOI) request

A large amount of information is freely available on the Council's website at www.westhorsley-pc.gov.uk. If you are unable to find the information you are looking for, you can request the information directly from the council. The preferred method for information requests is in writing to:

- West Horsley Parish Council, 99 The Street, West Horsley, KT24 6DD or
- email to clerk@westhorsley-pc.gov.uk

Please include the following information:

- your name and contact postal or email address
- a detailed description of the information you want

There is no need to explain why you are requesting the information, however the more detail you can provide, the less likely we are to come back to you for clarification.

Before you make a request

You might not need to make a Freedom of Information (FOI) request if the Council has:

- already published the information
- previously responded to an FOI request

Charges

Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges will be made for actual disbursements incurred as follows:

Type of charge	Description	Basis of charge
<i>Charges may be made to West Horsley residents. Charges will be made to non-residents of West Horsley.</i>		
Hard copy information	Photocopying @20p per A4 sheet Cost of Royal Mail 2 nd class post	Ink, paper & time Cost of Royal Mail 2 nd class post.

How We Will Respond

Upon receipt, your request will be acknowledged and a reference number provided.

We will respond to your request within 20 working days confirming whether we hold any information falling within the scope of your request, and if so, providing that information.

Refusal

In some cases, there will be a good reason why we should refuse to provide some, or all, of the information requested:

- we do not hold the information
- it would cost too much or take too much staff time to deal with the request
- we consider the request to be vexatious*
- the request repeats a previous request from the same person
- one or more of the exemptions under the FOIA apply¹

If we do decide to refuse your request, we will notify you of this and the reasons why as soon as possible, and within 20 days.

* A vexatious request is one that is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation.

¹ [List of exemptions | ICO](#)

Complaints

If the information you receive is not what you asked for or need, please contact the Clerk to further clarify your requirements at clerk@westhorsley-pc.gov.uk. We will do what we can to provide the information requested.

If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our Complaints Procedure (available on our website at [Strategic Plan & Policies - West Horsley Parish Council](#)).

If you have followed our Complaints Procedure and are still not happy with how the Council has handled your request, you can ask the Information Commissioner's Office to investigate.

The ICO's contact details are:

Post:	Information Commissioner's Office Wycliffe House Water Lane Wilmslow, SK9 5AF
Website:	www.ico.org.uk
Tel:	03031 231113

ICO Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information Available from Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations, and contacts)		
• Who's who on the council and its committees	Hard copy Website	Disbursement cost
• Contact details for the Clerks and Council Members	Hard copy Website	Disbursement cost
• Staffing structure	Hard copy Website	Disbursement cost
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)		
• Full accounts and audit report	Hard copy Website	Disbursement cost
• Finalised budget	Hard copy Website	Disbursement cost
• Precept	Hard copy Website	Disbursement cost
• Standing Orders and Financial Regulations	Hard copy Website	Disbursement cost
• Grants given and received	Hard copy Website	Disbursement cost
• List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Class 3 – What are our proprieties and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
• Strategic Plan	Hard copy Website	Disbursement cost
• Annual Report to Parish Assembly	Hard copy Website	Disbursement cost

Class 4 – How we make decisions (Decision making processes and records of decisions)		
• Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Hard copy Website	Disbursement cost
• Agendas of meetings (as above)	Hard copy Website	Disbursement cost
• Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	Disbursement cost
• Reports presented to Council meetings – N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	Disbursement cost
• Responses to consultation papers	Hard copy Website	Disbursement cost
• Responses to planning applications	Hard copy Website	Disbursement cost
• Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)		
• 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 - Code of Conduct - Policy statements	Hard copy Website	Disbursement cost
• Policies and procedures about the employment of staff: - Equal opportunities statement - Health and safety policy - Policies and procedures for handling requests for information - Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
• Record management policies (record retention, destruction, and archive)	Hard copy Website	Disbursement cost
• Schedule of charges (for the publication of information)	See above	

Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy – some information may be available for inspection only	
Fixed Asset Register	Hard copy Website	Disbursement cost
Register of Members’ Interests	Hard copy Website	Disbursement cost
Class 7 – The services we offer (Where applicable, information about the services we offer is available on the website)		
Allotments	Administered by Grace & Flavour	
Village Hall	Available for inspection	Free of charge
Seating, litter bins, noticeboards, village signs	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Delivered to all properties in parish Website Hard copy (while supplies list)	Free of charge Disbursement cost
Green spaces and recreational facilities	Available for inspection	Free of charge

WHPC Contact details

By Post: The Clerk, West Horsley Parish Council, 99 The Street, West Horsley, KT24 6DD
Email: clerk@westhorsley-pc.gov.uk
Website: www.westhorsley-pc.gov.uk
Tel: 01483 901905

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