**NARBOROUGH PARISH COUNCIL**

**FREEDOM OF INFORMATION POLICY**

Adopted 1st March 2021

Reviewed 10th May 2023

**Introduction**

Under the Freedom of Information Act 2000 (FOIA), Narborough Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

* The classes of information it publishes.
* How and where such information is published (e.g., website, paper copy, etc.)
* Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know that information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Narborough Parish Council

Mrs Sara Porter

01366 502165

[narboroughpcnorfolk@hotmail.com](mailto:narboroughpcnorfolk@hotmail.com)

**Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at <https://narboroughcouncil.norfolkparishes.gov.uk/>.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

**Information not contained within the Publication Scheme and Exemptions**

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption, the Clerk to the Council

* will tell the applicant in writing why the Council has refused the request and quote
* the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council’s decision. The Information Commissioner’s Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk/](http://www.ico.gov.uk/).

**Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer [narboroughpcnorfolk@hotmail.com](mailto:narboroughpcnorfolk@hotmail.com).

**Charges**

The Council's Fees and Charges are stated throughout the Publication Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

**Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

**Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme will be reviewed annually.

Appendix 1

Information available for Narborough Parish Council under the Model Publication Scheme

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| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **1 – Who we are and what we do** | | |
| Who’s who on the Council and committees | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Contact details for Clerk and Council members | Published on Notice Boards in Narborough Village and on the Narborough Parish Council website  [https://narboroughcouncil.norfolkparishes.gov.uk](https://narboroughcouncil.norfolkparishes.gov.uk/)  Copies available from the Clerk by email or post. | 15p per A4 sheet plus postage for hard copies |
| Staffing Structure – the Council directly employs one part time staff:  Clerk to the Council |  |  |
| **2 – What we spend and how we spend it** | | |
| Annual return form and report by the auditor | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Finalised budget | Available in Minutes of Meetings. Available to view in person by arrangement with the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Precept | Available in Minutes of Meetings as above. | 15p per A4 sheet plus postage for hard copies |
| Financial Standing Orders and Regulations | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Grants given and received | Available in Minutes of Meetings as above. | 15p per A4 sheet plus postage for hard copies |
| List of current contracts and value of contract | Available in Minutes of Meetings as above. | 15p per A4 sheet plus postage for hard copies |
| Members allowances and expenses | Available in Minutes of Meetings as above. | 15p per A4 sheet plus postage for hard copies |
| **3 – Our priorities and how we are doing** | | |
| Report to Annual Parish Meeting | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>,  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| **4 – How we make our decisions** | | |
| Timetable of meetings (Council, any sub-committee meetings) N.B. normally the first Monday of each month. | In annual meeting minutes, on monthly agendas, by email from the Clerk to the Council and on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk> | 15p per A4 sheet plus postage for hard copies |
| Agendas of upcoming meeting(s) | Displayed on Council notice boards and available on the Narborough Parish Council website  <https://narboroughcouncil.norfolkparishes.gov.uk>  Available to view in person, by email or post. Contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting. | Council notice board, by email from the Clerk to the Council and on the Narborough Parish Council website  <https://narboroughcouncil.norfolkparishes.gov.uk> | 15p per A4 sheet plus postage for hard copies |
| Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting. | Available to view in person by arrangement with the Clerk, email or post. Contact the Clerk to the Council for further details. | 15p per A4 sheet plus postage for hard copies |
| Responses to consultation papers | Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Narborough Parish Council website  <https://narboroughcouncil.norfolkparishes.gov.uk> | 15p per A4 sheet plus postage for hard copies |
| Planning Applications and Parish Council responses | Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Narborough Parish Council website  <https://narboroughcouncil.norfolkparishes.gov.uk>  Full details held by Breckland District Council available to view at their offices at Elizabeth House, Walpole Loke, Dereham, NR19 1EE |  |
| **5 – Our policies and procedures** | | |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Policy statements | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Code of Conduct | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. |  |
| Policies and procedures for the provision of services.  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  Freedom of Information Policy  Media Policy  Health and safety policy | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>,  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Policies and procedures for the employment of staff | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Records management policy (covering records retention, destruction and archive) | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Data protection policy | Available on the Narborough Parish Council website <https://narboroughcouncil.norfolkparishes.gov.uk>  to view in person, by email or post contact the Clerk to the Council. | 15p per A4 sheet plus postage for hard copies |
| Schedule of charges (for the publication of information) | As documented in this scheme and at cost for any other disbursements, translations etc. |  |
| **6 – Lists and Registers.**  **Current information only** | | |
| Assets Register (under consideration) | Contact clerk to the Council | 15p per A4 sheet plus postage for hard copies |
| Risk Register | Currently under review |  |
| **7 – The services we offer.**  **Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses - Current information only** | | |
| Playing field and Children’s’ Playground | Contact clerk to the Council |  |
| Bus shelters | Contact clerk to the Council |  |
| Maintenance of the War Memorial | Contact clerk to the Council |  |
| Maintenance of the Village Sign | Contact clerk to the Council |  |