

Information Available from Occold Parish Council Under the Model Publication Scheme

The Freedom of Information Act 2000 came into force on 1st January 2005 enabling greater access to information that is held by public authorities.

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

Any person who makes a request to a public authority for information must be informed whether the public authority holds that information, and subject to exemptions, must be supplied with that information.

For a full list of exemptions and further information relating to the Act, see the Department for Constitutional Affairs website or the Information Commissioner's website.

Individuals already have the right of access to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow public access to all types of information held.

Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.

The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Most routinely published information provided by the Council is available from this website. If after using the search facilities you are still unable to access the information you require. Please submit a Freedom of Information request to the contact details below. Your request must be made in writing. This can be in any written form, such as a letter, fax or email. The request must state your name and address for correspondence and describe the information required.

Freedom of Information requests will generally be dealt within 20 working days of being received, although this timescale can be extended in certain circumstances. You may request that the information be supplied in any form, however the Council will take into account the cost of supplying the information in this form before complying with your request. In particular, you may ask for a copy of the information sought, or for permission to inspect the records containing the information. The Council will provide the information in the form requested unless it is unreasonable to do so. The Council will charge the full cost for disbursements such as copying and printing. A fees notice will be sent to you that will put a hold on the 20 days for responding to your initial request until the fee is paid. If after three months the fee is unpaid, it will be assumed that you no longer require the information.

Contact details: Libby Alexander - Parish Clerk Occold, 25 Hill Farm Road, Long Stratton, Norfolk, NR15 2WA
Tel: 07943 279946 Email: occoldparishcouncil@gmail.com

Table 1 Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council <p>Staffing Structure</p>	<p>Available free on website address: http://Occold.onesuffolk.net/parish-council/ or on Parish noticeboard or hard copy from Clerk</p> <p>Clerk & Responsible Financial Offer to the Council</p>	<p>see below**</p>
<p>Class 2 – What we spend and how we spend it</p> <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return form and Auditor's report • Financial Regulations • Finalised budget • Precept • Grants awarded and received • List of current contracts awarded and value of contract • Members' allowances and expenses 	<p>Available free on website address: http://Occold.onesuffolk.net/parish-council/ or hard copy from Clerk</p> <p>Website and hard copy /minutes for all other items</p>	<p>see below**</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Annual Report to Parish or Community Meeting</p> <p>Annual Audit</p>	<p>Website and hard copy</p>	<p>see below**</p>
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for the current year • Agendas of meetings • Minutes of meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) • Reports presented to council meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) • Responses to consultation papers • Responses to planning applications 	<p>Website and notice board</p> <p>Website and notice board</p> <p>Website and notice board</p> <p>Website and notice board</p> <p>On request to the Parish Clerk</p> <p>Included in minutes or on the Local Planning Authority's website</p>	<p>see below**</p>

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural standing orders • Code of Conduct • Policies relating to the employment of staff • Health and safety policy • Policies and procedures for handling requests for information • Media and Reporting Protocol Policies • Records management policies (records retention, destruction & archive) • Data Protection Policies • Protocol for Public Participation in Meetings Schedule of charges for the publication of information	<p>Contact the Clerk with specific requests for any policies & procedures or visit the website</p> <p>Contact the Clerk with specific requests for any policies & procedures or visit the website</p>	<p>see below**</p> <p>see below**</p>
Class 6 – Lists and Registers <ul style="list-style-type: none"> • Assets Register • Register of members’ interests 	<p>On website or on request to the Parish Clerk</p> <p>Link available via the website</p>	<p>see below**</p>
Class 7 – The services we offer <p>Bus shelter Dog Bins and Emptying thereof Street Lighting Village Sign Parish Council Notice Board War Memorial Defibrillator & Cabinet</p>	<p>Details and information on request to the Parish Clerk</p>	<p>see below**</p>

The Parish Council Notice Board is situated on The Green, The Street, Occold.

Contact details:

Mrs Libby Alexander, Occold Parish Council, 25 Hill Farm Road, Long Stratton, Norfolk, NR15 2WA
T: 07943 279946 Email: occoldparishcouncil@gmail.com

SCHEDULE OF CHARGES – where applicable

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation

** hard copy will incur a fee – see table above