Salhouse Parish Council

Information guide relating to the Freedom of Information Act

1. **What is the Freedom of Information Act 2000 (FOIA)?**

   The FOIA was introduced to make all levels of government more open to the public. The FOIA allows the public access to all types of recorded information held by public authorities (in this case Salhouse Parish Council). It allows access to information regardless of when the information was created or how long it has been held, and sets out exemptions from that right and places a number of obligations on public authorities.

2. **Who can ask for information?**

   Anyone can request information from Salhouse Parish Council provided the request satisfies all of the relevant conditions.

3. **Does a reason for the request need to be given?**

   No, there is no obligation to provide a reason for your request, although it would help the Council if a reason was given to identify all the information relevant to your enquiry.

4. **How do I ask for information?**

   Write to the Parish Clerk with your name, address and description of the information you are looking for.

5. **What type of information can I ask for?**

   You can ask for any information, although there are limits on information the Council must provide. The Council is required by law to keep some types of information permanently, or for several years. Some information is routinely destroyed after a few days or weeks.

6. **What does it cost to obtain the information?**

   The majority of costs for complying with requests will be met by the Council. The Act allows for public authorities to decline to comply with certain requests for information on the grounds of cost where these requests would be particularly expensive. It also allows for public authorities to charge for answering requests for information in certain circumstances.

   Section 12 of the Act allows public authorities to refuse to answer requests for information if the cost of complying would exceed the 'appropriate limit' prescribed in the Regulations.

7. **Can the Council refuse to give me information?**

   The Council might refuse your request if you ask for one of the types of information which are deemed as 'exempt' from the Right to Freedom of Information, for example:

• If the Council does not hold the information you have requested, or has not retained it.
• If providing you with the information would involve the Council in excessive cost or effort, or would disrupt services.
• If revealing the information is forbidden by law, or if the people who supplied the information expect us to keep it secret.

If we refuse your request, we will explain why.

Even if the information you have requested is 'exempt', the Council will still consider whether it would be in the public interest to release it.

8. What is the Publication Scheme?

The Council's Publication Scheme sets out what information it will make available as a matter of course, how and when it will do so and whether or not there will be a charge. The Publication Scheme is shown in the following pages in a table-format.

9. How long will I have to wait for the information?

The Council will provide the information within 20 working days of receiving your request.
If we ask you to pay a fee for the information requested, the 20 working-day time period will stop until you have paid the fee. You have up to 3 months to send the fee to the Council. When the Council receives your fee the 20 working-day time period will recommence. If you do not pay the fee within 3 months the Council will close the file and you will not receive the requested information.

10. What can I do if I think my request has not been handled correctly?

If you feel that you request has been mishandled, please contact the Chairman of the Council. Your complaint will involve a review of the way your request was handled and whether any exemptions have been correctly applied. If, following the review, you are still not satisfied with the way your request has been handled then you can contact the Information Commissioner.

11. Can I use the information freely?

How you use the information is up to you, but the Council, or the person who supplied the information to the Council, will still hold any copyright, and your use of the information is therefore limited by copyright law (broadly speaking, you can use it for research, for commercial purposes and private study, and for criticism, review and news reports).

12. Where can I obtain further information?

Further information on the FOIA is available on the Information Commissioner's website: www.ico.org.uk

Salhouse Parish Council Publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who on the Council and its committees	See Parish Councillor section of the website and newsletter
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, PC noticeboards or hard copy from the Clerk
Location of main Council office and accessibility details	Location details available on PC noticeboards and website
Staffing structure	Only one member of staff (Clerk)
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) Current and previous financial year as a minimum	(hard copy and/or website) Website or hard copy from the Clerk
Annual return form and report by auditor	Website or hard copy from the Clerk
Finalised budget	Website or hard copy from the Clerk
Precept Information	in January minutes each year (web site) or hard copy from the Clerk
Borrowing Approval	N/A
Financial Standing Orders and Regulations	Website or hard copy/email from the Clerk
Grants given and received	Website in minutes or hard copy from the Clerk
List of current contracts awarded and value of contract	Hard copy from the Clerk/details in minutes (website)
Members' allowances and expenses	Hard copy from the Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy from the Clerk
Salhouse Neighbourhood Plan	Website or hard copy from the Clerk
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or hard copy
Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Website, PC noticeboards or hard copy from the Clerk
Clerk Minutes of meetings (as above)	Website, PC noticeboards or hard copy from the

	Clerk
Reports presented to council meetings - This will exclude information that is properly regarded as private to the meeting	Website, hard copy from the Clerk
Responses to consultation papers	In minutes available from the website or hard copy from the Clerk
Responses to planning applications	In minutes available from the website, available to read on Broadland District Council's website or hard copy from the Clerk
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or hard copy from the Clerk
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	Website or hard copy from the Clerk
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Website or hard copy from the Clerk
Information security policy	Information given in Risk Management Policy
Records management policies (records retention, destruction and archive)	Covered in Data Protection Policy
Data protection policies – in accordance with General Data Protection Regulation	Website
Schedule of charges (for the publication of information)	See below
Class 6 – Lists and Registers Currently maintained lists and registers only	Website or hard copy; some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Asset Register	From the Clerk for inspection only
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	Link on Parish Council's website to Broadland District Council's website or hard copy from the

	Clerk
Register of gifts and hospitality	Hard copy from the Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website. Some information may only be available by inspection
Allotments	N/A
Burial grounds and closed churchyards	Hard copy from the Clerk
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Hard copy from the Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk
Bus shelters	No relevant information
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, e.g. burial fees	Website or hard copy from the Clerk

Contact details

Sarah Martin (Clerk to the Parish Council) 27 Parkland Crescent, Horning, Norwich, Norfolk, NR12 8PJ

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**
Disbursement cost		
	Photocopying @ 5p per sheet (black & white)	Actual cost*
	Photocopying @ 25p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the Parish Council

Last review: May 2023/September2026

Next review due: September 2029