



This is the Holybrook Parish Council Freedom of Information Publication Policy

Holybrook Parish Council is responsible for maintenance of this scheme (adopted from the model scheme published by the ICO), which was approved on 15 December 2008.

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Holybrook Parish Council 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 Holybrook Parish Council.

The scheme commits Holybrook Parish Council:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Holybrook Parish Council and falls within the classifications below.
- To specify the information which is held by Holybrook Parish Council 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 Holybrook Parish Council 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.

2. Classes of information

2.1 Who we are and what we do.

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

2.2 What we spend and how we spend it.

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

2.3 What our priorities are and how we are doing.

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

2.4 How we make decisions.

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

2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.

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

2.7 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.

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

Holybrook Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained – See the Council's Publication Schedule for details.

Where it is within the capability of Holybrook Parish Council, information will be provided on our 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, we 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.

4. 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 council 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.

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. Details of charges can be found in the Council's Publication Schedule.

5. 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below or you can visit our website at www.holybrook-pc.gov.uk

Email: admin@holybrook-pc.gov.uk

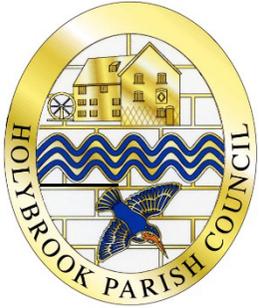
Tel: 0118 945 4339

Contact address: Parish Office, Beansheaf Community Centre, Charrington Road, Calcot, Reading, RG31 7AW.

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the Parish council to ask if we have it.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.



Holybrook Parish Council

Serving the communities of Beansheaf Farm & Fords Farm

The Parish Office
Beansheaf Community Centre
Charrington Road
Calcot
Reading RG31 7AW

Tel/fax 0118 9454339
e-mail: admin@holybrook-pc.gov.uk
www.holybrook-pc.gov.uk

Holybrook Parish Council has adopted, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information in accordance with that scheme.

The Publication Scheme (which can be found on the Parish Council's website) commits Holybrook Parish Council to make information available to the public as part of its normal business activities.

The Parish Council is responsible for the maintenance of this scheme.

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

Exempt Material: personal information in relation to Councillors (other than required to be declared in the Register of Interest), personal information in regard employees and Tenders and Bids from contractors and suppliers.

NOTE: The Data Protection Legislation prohibits the publication of certain categories of information.

Information available from Holybrook Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1: Who we are and what we do (organisational information, structures, locations and contacts)</p> <p>Current information only.</p>	<p>Hard copy and/or website¹</p> <p>Website: Free E-mail: Free Hard Copy: 5p/sheet</p>	
<p>Who's who on the Council and its Committees:</p>	<p>Website: Free E-mail: Free Parish Noticeboard: Free Hard Copy: 5p/sheet</p>	
<p>Contact details for the Parish Clerk and Council Members (named contacts where possible with telephone number and e-mail address (if used))</p>	<p>Website/E-mail/Noticeboard:</p>	<p>Free</p>
<p>Location of main council office and accessibility details</p>	<p>Website/E-mail/Noticeboard:</p>	<p>Free</p>
<p>Staffing structure²</p>	<p>Website/e-mail</p>	<p>Free</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>		

¹ Holybrook Parish Council endeavours to include as much information on its website as possible in order to achieve transparency. This is a work in progress.

² Holybrook Parish Council does not have a Staffing Structure at present.

Annual Return form and report by auditor	Website: Hard Copy:	Free £5.00
Finalised budget	Hard Copy:	5p/sheet
Precept	Website (via Council minutes): Hard Copy:	Free 5p/sheet
Financial Standing Orders and Regulations	Website: Hard Copy:	Free 5p/sheet
Grants given and received	Grants given on website Hard Copy:	Free 5p/sheet
List of current contracts awarded and value of contract	Hard Copy:	5p/sheet
Members' allowances and expenses	Hard Copy:	5p/sheet
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy:	5p/sheet
Class 4: How we make decisions (Decision making process and record of decisions)		
Current and previous year as a minimum		
Timetable of meetings (council, committees/sub-committee meetings and parish meetings)	Website: Noticeboard: E-mail: Hard copy:	Free Free Free 5p/copy

Agenda of meetings (as above)	Website: Free Noticeboard: Free E-mail: Free Hard Copy: 5p/copy	
Minutes of meeting (as above): NOTE: this will exclude information that is properly regarded as private to the meeting	Website: Free E-mail: Free Hard Copy: 5p/copy	
Reports presented to council meetings: NOTE: this will exclude information that is properly regarded as private to the meeting	E-mail: Free Hard Copy: 5p/sheet	
Responses to consultation papers	E-mail: Free Hard Copy: 5p/sheet	
Responses to planning applications	Website (in minutes): Free WBC Website: Free Hard Copy: 5p/sheet	
Class 5: Our policies and procedures (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"> • Procedural standing orders • Code of Conduct • Policy Statements 	Hard Copy: 5p/sheet Email: Free Website: Free	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	<p>Website:</p> <p>Hard Copy:</p> <p>Hard Copy:</p> <p>Hard Copy:</p>	<p>Free</p> <p>5p/sheet</p> <p>5p/sheet</p> <p>5p/sheet</p>
<p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website:</p> <p>Hard Copy:</p>	<p>Free</p> <p>5p/sheet</p>
<p>Data protection policies</p>	<p>Hard Copy:</p>	<p>5p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>See APPENDIX 1</p>	
<p>Class 6: Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised: in most circumstance existing access provisions will suffice)</p>	<p>Inspection by appointment</p>	
<p>Assets Register</p>	<p>Hard Copy:</p>	<p>5p/sheet</p>
<p>Register of Member's Interests</p>	<p>Website:</p> <p>WBC website:</p>	<p>Free</p> <p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy:</p>	<p>Free</p>

<p>Class 7: The services we offer</p> <p>(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard Copy Website: (some information may only be available by inspection)</p>	<p>Free Free</p>
<p>Community Centre (Beansheaf Centre)</p>	<p>E-mail: Hard Copy:</p>	<p>Free 5p/sheet</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Email: Hard Copy:</p>	<p>Free 5p/sheet</p>
<p>Seating, litter and dog foul bins</p>	<p>Email: Hard Copy:</p>	<p>Free 5p/sheet</p>
<p>Bus shelters</p>	<p>Email: Hard Copy:</p>	<p>Free 5p/sheet</p>

Contact Details:

Please contact the Parish Clerk, Pam Kirkpatrick at:

Holybrook Parish Council
The Parish Office
Beansheaf Community Centre
Charrington Road
Calcot
Reading
Berkshire
RG31 7AW

Phone: 0118 9454 339

E-mail: clerk@holybrook-pc.gov.uk

APPENDIX 1

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a written request to provide the information requested or to supply a refusal.

Schedule of Charges

This schedule 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 and white)	Copying (approximately) 0.016/sheet, paper 0.008/sheet, administration charge plus any fixing stationery/envelope/wallet = 5p/copy
	Postage	Actual cost of Royal Mail standard 2 nd class or 1 st class if requested

Statutory Free	N/A	
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Approved and adopted by Holybrook Parish Council on:

Review Date: None set. Review periodically.



HOLYBROOK PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Introduction

Holybrook Parish Council (HPC) has a commitment to openness and transparency and endeavours to make relevant information available, wherever possible, to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Aim

The aim of the Council is to:

- a) provide a framework that ensures that the Council complies with the FOIA;
- b) promote transparency of decision making by the Council;
- c) improve and enhance the democratic process;
- d) and build public trust and confidence.

About The Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA) 'provides an over-arching right of access to all information held by a local authority, over and above existing statutes relating to specific service areas where authorities hold a large range of information'.

Individuals already have the right of access to information under the Data Protection Act 1998. The FOIA extends this right to allow public access to all types of recorded information held by public authorities. The FOIA allows access to information regardless of when that information was created or how long it has been held, and also sets out exemptions from that right and places a number of obligations on public authorities. The FOIA requires the Council to produce and maintain a Publication Scheme and to comply with requests for information (unless exempt from disclosure).

Scope

Records can be defined as 'information that is written on paper or stored on computer so that it can be used in the future'.

Records, covered by this policy, include all records (irrespective of the medium on or in which the information is carried) which belong to or are in the custody of the Council, any of its staff, members partners, contractors or consultants.

This policy applies to all HPC's Parish Council officers, members, contractors, partners, consultants and service providers who have access to the Council's records. Failure of a contractor, partner, consultant, service provider to comply could lead to legal action and the cancellation of a contract.

Objectives

Holybrook Parish Council will ensure that:

- the Clerk to the Council is specifically responsible for Freedom of Information (FOI) requests on behalf of the Council and that they are provided with appropriate training on how to handle FOI requests;
- anyone wanting to make enquiries about FOI requests knows what to do;
- queries about handling FOI requests are promptly and courteously dealt with;
- methods of handling FOI requests are regularly assessed and evaluated, and the Council will continue to provide access to information to promote openness and transparency of decision making by the Council.

Publication Scheme

As required by the FOIA, HPC has adopted and maintains a Publication Scheme and Publication schedule as a guide to the information that it holds and which is publicly available.

The Publication Scheme (based on the Model Publication Scheme), is available on the Council's website at www.holybrook-pc.gov.uk.

Council's Response to a Written Request

Within 5 working days of receipt of your written request the Council will:

- a) confirm to you whether or not it holds the information;
- b) advise you if a fee will be charged
- c) provide you with the information after any relevant fee has been paid (unless an exemption applies).

Complaints

If you are dissatisfied with the response from the Council, then please put your complaint in writing to the Clerk at the address:

The Parish Office
Beansheaf Community Centre
Charrington Road
Calcot
RG31 7AW

If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Date Policy Adopted:	Monday 7 th November 2022
Date of Next Review:	November 2023