



WARSOP PARISH COUNCIL

Publication Scheme and Procedure for Handling Freedom of Information Requests

This template guide covers only information we currently hold.

If we do not hold some of the information listed below, we will mark it as 'not held'.

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing Structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised Budget	Website	Free
Precept	Website	Free
Borrowing approval letter	Website	Free
All items of expenditure over £100	Website	Free
Financial Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	Free
Local charters drawn up in accordance with DLUHC's guidelines	Not held	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality	Not held	Free

Impact Assessments etc.), as appropriate and relevant		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	On application to the Clerk	Free
Responses to planning applications	On application to the Clerk	Free
Bye-laws	Not held	Free
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: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website No CCTV provision (Lifespring)	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	Free
Assets register, including details of public land and building assets	On application to the Clerk	Free

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	On application to the Clerk	Cost dependant on information requested
Register of members' interests	Mansfield District Council Website	Free
Register of gifts and hospitality	Website	Free
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		
Allotments	Not held	Free
Burial grounds and closed churchyards	Not held	Free
Community centres and village halls	Not held (no longer own Town Hall)	Free
Parks, playing fields and recreational facilities	Not held	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Not held	Free
Markets	Not held	Free
Public conveniences	Not held	Free
Agency agreements	Not held	Free
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Not held	Free
Additional Information information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge

Disbursement cost

Photocopying @ 10p per sheet (black & white)	Actual cost incurred
Photocopying @ 15p per sheet (colour)	Actual cost incurred
Postage	Actual cost of standard 2nd class

Statutory Fee

In accordance with the relevant legislation charges may 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.

Procedure for Handling Requests for Information

This Publication Scheme represents the council's commitment to release information in a recognised format.

Verbal requests for information under the Freedom of Information Act 2000 (FOI) will be requested to be put in written form (email will be acceptable) giving the name, correspondence address and details of information required. Requests for information do not need to refer to FOI or EIR.

The parish council shall provide proper advice and help to any member of the public seeking information.

The clerk shall agree with the chairman of Warsop Parish Council whether the requested information is freely accessible, whether it is available in the requested form, whether a Refusal Notice needs to be served in respect of all or part of the requested information and what charges will be levied and the timescale for delivery of the information.

The clerk shall acknowledge a request in writing within three days of receipt of the request and provide a date by which it is anticipated the information will be provided which shall be within 20 working days in normal circumstances.

If it is not reasonably possible to provide the information within 20 working days of receipt of the information, the reasons for the delay and a target date shall be provided which must not exceed 40 working days.

A fee notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information within a limit of £450. The council may refuse requests that exceed this limit in which case a refusal notice will be issued.

Where a fee is to be charged no information will be provided until after the fee has been received, the 20-day period will be extended by up to three months awaiting payment.

After the fee has been received, a response will be given within 20 days.

If a Refusal Notice is issued in respect of all or part of the requested information it shall state that the parish council is relying upon an exemption and why it applies.

Details of the Internal Review procedure shall be enclosed with the Notice and the right of appeal to the Information Commissioner if a Refusal Notice is issued in respect of all or part of the requested information for any of the following reasons: i. The cost of complying with the request will exceed £450 ii. The parish council is unable to identify the information despite every reasonable attempt so to do. iii. The parish council considers the request to be vexatious (i.e. to cause harm and/or annoyance rather than to obtain information) iv. The information has already been provided or is freely accessible without reference to the parish council then details of the right of appeal to the Information Commissioner shall be provided.

If the requested information cannot be found within the parish council records then the applicant shall be advised, accordingly, as soon as the search is completed. Details of the Internal Review procedure shall be provided and of the right of appeal to the Information Commissioner.

Provided the fee is paid and no exemptions apply the council are obliged to disclose the information.

The parish council shall maintain a record of any FOI requests.

This procedure should be read in conjunction with Warsop Parish Council's Complaints Procedure which also outlines how the Council addresses persistent, unreasonable or vexatious communications or requests for information.

Policy adopted: 16th March 2026

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Policy effective from: Immediately

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Based on the ICO Model Policy.