



SHIPLEY PARISH COUNCIL

FREEDOM OF INFORMATION ACT – (Freedom of Information Act 2000)

GUIDE TO INFORMATION

The Council will publish much of the information on our website <https://www.shipleyparishcouncil.org> Information will however be available in other formats such as printed copies.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their email address.

Information listed in the scheme may be obtained by various methods: -

- (i) by writing to the Council at the address given in the scheme.
- (ii) by e-mail request to the address set out in the scheme
- (iii) by request from our website <https://www.shipleyparishcouncil.org>
- (iv) by telephoning 07941 373938.

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 the information requested 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/



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Charges

We hope to make as much information available as possible without charging for it.

- Free of charge on the website. For those without Internet access, a print-out would be available from the named officer who is responsible for the day-to-day operations. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying and postage. We would let you know if a charge was involved at the time, you make your request.
- Free of Charge to view at the Parish Rooms. An appointment may be necessary.

If you need a lot of printed material, we may charge you. Any charges made will be calculated using the Fee Regulations determined under the Act.

Where a charge is payable, payment will be required, before the information can be provided to you.

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.

Complaints

We would normally expect the named officer to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the named officer.

If the information you asked for is not available, the named officer will tell you why. If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available from the Clerk).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 email: data@dataprotection.gov.uk.



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Information available from Shipley Parish Council under the model publication scheme (Freedom of Information Act 2000 Section 19 (Publication Schemes))

(Note – in accordance with the Council's current policy no charges will be made for requests for information arising from this scheme).

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do. (Organisational information, structures, locations and contacts) This will be current information only.		
Who is who on the Council and its Committees	Website	Free
Contact details for Parish Clerk (named contacts where possible with telephone number and email address)	Website or hard copy	Free
Staffing structure	Website	Free



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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)		
Annual Return Form and report by Auditor	Hard Copy	F.O.C
Grants given and received.	Website	
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	Website	
Class 4 – How we make decisions. (Decision making processes and records of decisions)		
Timetable of Meetings	Website/Notice boards	
Agendas of Meetings	Website/Notice boards	
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to Planning Applications	Hard Copy	10p sheet



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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and Sub-Committee Terms of Reference Code of Conduct Policy Statements Equality and Diversity Policy Complaints Procedure Data Protection Policy Grants Policy	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	Website or hard copy (some information may only be available by inspection)	10p sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	
Assets Register	Inspection only	
Register of Members Interests	Website	
Register of Gifts and Hospitality	Inspection only	



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Class 7 – The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website or hard copy (some information may only be available by inspection)	
Allotments Information Info not covered by Data Protection only. A court order is required to disclose names of tenants	Website or hard copy	10p sheet
Seating, litter bins	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Remembrance Service	Website	

Contact details: Tel: 07941 373938.

Parish Clerk, Shipley Parish Council, Shipley Parish Rooms, The Field, Shipley, Derbyshire. DE75 7JH.

Email: clerk@shipleyparishcouncil.org

Website www.shipleyparishcouncil.org