



Noak Bridge Parish Council

# Freedom of Information Publication Scheme

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## Introduction

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.
- To publish any dataset held by the authority that has been requested and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic format that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of Information

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

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.

The method by which information published under this scheme will be made available Parish Council web site [www.noakbridgeparishcouncil.gov.uk](http://www.noakbridgeparishcouncil.gov.uk)

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information may already be included in the publication.

Information available from Noak Bridge Parish Council, under the Publication Scheme is detailed in Appendix 1.

## Written Requests

For documents not available on the website, the Clerk should be contacted either by email to [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk) by telephone 07852 810 406 or in writing. Written requests should be made to:

The Parish Clerk, Rosewood The Furze Main Road Mundon Essex CM9 6PU.

Your request must include your name, address for correspondence, and a description of the information you require. The Council will respond within 20 working days of receipt of your written request and

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

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.

## **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 authority for routinely published material will be justified and transparent and kept to a minimum.

The Act only allows the Council to charge for answering Freedom of Information requests when estimated staff costs involved in locating and or compiling the information exceeds £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work. In the unlikely event that this happens, the Council will work with the enquirer to find a way of getting the cost down to an acceptable level by refining the request.

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

The following charges will apply for photocopying:

A4 copies 10p per page

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.

Charges may also 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.

## Exemptions

Some information may not be provided by the Council as there are several exemptions in the Freedom of Information Act; for example, personal data about individuals which is protected by the Data Protection Act 2018, or commercially confidential information.

## Environmental Information regulations.

The Environmental Information Regulations make provision for the public to have access to information about environmental effects and plans for environmental usage. The rules concerning disclosure are similar to those of the Freedom of Information Act, but there are less exemptions, and a greater emphasis on making the information accessible.

## Further Help

Contact the Parish Clerk (address as before) for further assistance accessing information from the Council under the Freedom of Information Act. Detailed guidance can be found on the website of the Information Commissioner.

## Complaints

Complaints about the Council's response to a request can be made in writing to the Clerk at the address above. Should this not provide a satisfactory response, the complaint may be directed to the Information Commissioner at:

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

Tel: 01625 545700 Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

## Review

This Policy and these Procedures will be regularly monitored and reviewed in accordance with legislation, following any issues or concerns and at least every two years.

## Appendix 1

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only	<b>Website and/or Hard Copy</b>	
List of Council members and their responsibilities as well a list of Council Committees	Website Hard copy from the clerk	Free 10p/A4 sheet
Details of any representation on local public bodies	Website Hard copy from the clerk	Free 10p/A4 sheet
Postal and email address	Website Hard copy from the clerk	Free Free
Contact details for Parish Clerk and Council members including telephone number and email address.	Website Hard copy from the clerk	Free Free
Location of main accessibility details	Website Hard copy from the clerk	Free Free
Staffing structure	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	<b>Website and/or Hard Copy</b>	
Current and previous financial year as a minimum	Website Hard copy from the clerk	Free 10p/A4 sheet



Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy from the clerk	Free 10p/A4 sheet
Finalised budget	Website Hard copy from the clerk	Free 10p/A4 sheet
Precept	Website Hard copy from the clerk	Free 10p/A4 sheet
All items of expenditure above £100	Website Hard copy from the clerk	Free 10p/A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from the clerk	Free 10p/A4 sheet
Grants given and received	Website Hard copy from the clerk	Free 10p/A4 sheet
List of current contracts awarded and value of contract	Website Hard copy from the clerk	Free 10p/A4 sheet
Members' allowances and expenses	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Website and/or Hard Copy</b>	
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy from the clerk	Free 10p/A4 sheet
Parish Plan	Website Hard copy from the clerk	Free 10p/A4 sheet
Annual Report to Parish	Website Hard copy from the clerk	Free 10p/A4 sheet
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy from the clerk	Free 10p/A4 sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<b>Website and/or Hard Copy</b>	
Timetable of meetings (Council, any committee meetings and annual parish meetings)	Website Hard copy from the clerk	Free 10p/A4 sheet
Agendas of meetings (as above)	Website Hard copy from the clerk	Free 10p/A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy from the clerk	Free 10p/A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy from the clerk	Free 10p/A4 sheet
Responses to consultation papers	Website Hard copy from the clerk	Free 10p/A4 sheet
Responses to planning applications	Website Hard copy from the clerk	Free 10p/A4 sheet
Bye-laws	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:	Website Hard copy from the clerk	Free 10p/A4 sheet

<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p><b>Website and/or Hard Copy</b></p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Website Hard copy from the clerk</p>	<p>Free 10p/A4 sheet</p>

Assets register, including details of public land and building assets	Website Hard copy from the clerk	Free 10p/A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website Hard copy from the clerk	Free 10p/A4 sheet
Register of members' interests	Website Hard copy from the clerk	Free 10p/A4 sheet
Register of gifts and hospitality	Website Hard copy from the clerk	Free 10p/A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>Website and/or Hard Copy</b>	
Playground	Website Hard copy from the clerk	Free 10p/A4 sheet
Seating, litter bins, teen shelter	Website Hard copy from the clerk	Free 10p/A4 sheet
Bus shelters	Website Hard copy from the clerk	Free 10p/A4 sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hard copy from the clerk	Free 10p/A4 sheet

## Contact Details

Website Address: <https://www.noakbridgeparishcouncil.gov.uk>

Requests for hard copies of documents to be made to: The Parish Clerk, Noak Bridge Parish Council, Rosewood The Furze Main Road Mundon Essex CM9 6PU.

Telephone Number: 07852 810 406

Email: [clerk@noakbridgeparishcouncil.gov.uk](mailto:clerk@noakbridgeparishcouncil.gov.uk)

## Schedule of Charges

Where a charge is applied for the provision of information, these will be reviewed on an annual basis.

Applicants should contact the Parish Clerk for current costs.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per A4 black and white sheet of paper	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	