



Freedom of Information Policy

1. This policy has been prepared by Denny Lodge Parish Council and commits the council to make information available to the public as shown in the table below. No information will be released where it discloses personal information which would breach the GDPR Act.
2. Requests for information must be in writing to current parish clerk (this includes email) with full description, showing the name and address of the requestor. (See page 8 for details)
3. Denny Lodge Parish Council will acknowledge the request within three working days together with a scale of appropriate charges and then reply with whether it holds the information and, if so, the information will be communicated to the requestor unless the work will take more than 18 hours to complete. In this case Denny Lodge Parish Council is entitled to refuse to provide such information. A reply, together with any relevant information will be supplied to the requestor within 20 days. Where Denny Lodge Parish Council has more than 17 requests for the same or similar information, the information will be aggregated.
4. If Denny Lodge Parish Council does not comply with a request within the statutory deadline the requestor can appeal to the Chairman of the Parish Council. If the Requestor is not satisfied with this, they can appeal to the Information Commissioners Office (Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. 08456 30 60 60 or 01625 54 57 45. email notification@ico.gsi.gov.uk.

Information available from East Boldre Parish/Community Council under the model publication scheme

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts. Current information only)	How the information can be obtained	Cost of supply
Who's who on the Council and its Committees	Hard copy and/or website	£0.10 per A4 sheet +pp
Named contact details for Parish Clerk and Council members	Hard copy and/or website. Parish newsletter	£0.10 per A4 sheet +pp
Location of main Council office and accessibility details	No office. Arrangements can be made by telephone to meet at an appropriate venue	N/A
Staffing structure	Hard copy and/or website	£0.10 per A4 sheet +pp

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)	How the information can be obtained	Cost of supply
Annual return form and report by auditor	Hard copy. Current year to go on website	£0.10 per A4 sheet +pp
Finalised budget	Hard copy (from 2010 only))	£0.10 per A4 sheet +pp
Precept	Hard copy (Within accounts)	£0.10 per A4 sheet +pp
Annual Accounts	Hard Copy. (1918 -1975 at Hampshire Archives)	£0.10 per A4 sheet +pp
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy and website (current only)	£0.10 per A4 sheet +pp
Grants given and received	Hard copy (Within accounts))	£0.10 per A4 sheet +pp
List of current contracts awarded and value of contract	Hard copy (Within minutes)	£0.10 per A4 sheet +pp
Members' allowances and expenses	N/A (currently not claimed)	N/A

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost of supply
Parish Plan	N/A	£0.10 per A4 sheet +pp
Annual Report to Parish or Community Meeting	From 1974 (some years not available)	£0.10 per A4 sheet +pp
Quality status	N/A	N/A
Local charters drawn up in accordance with Department of Communities and Local Government guidelines	N/A	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost of supply
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website.	£0.10 per A4 sheet +pp
Agendas of meetings (as above)	Hard copy and/or website.)	£0.10 per A4 sheet +pp
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy. (From 1849 – 1889, 1894 – 1973, 1990 - 2008 at Hampshire Archives) Current 2 years on website.	£0.10 per A4 sheet +pp
Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy within minutes	£0.10 per A4 sheet +pp
Responses to consultation papers	Hard copy within minutes	£0.10 per A4 sheet +pp
Responses to planning applications	Hard copy within minutes. From 2010. (prior comments with NPA/NFDC as appropriate)	£0.10 per A4 sheet +pp
Bye-laws	N/A	N/A

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost of supply
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy. and/or website	£0.10 per A4 sheet +pp
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Disciplinary, dismissal & grievance procedure	Hard copy and/or website	£0.10 per A4 sheet +pp
Information security policy	Hard copy and/or website (Within data protection policy)	£0.10 per A4 sheet +pp
Records management policies (records retention, destruction and archive)	Hard copy and/or website	£0.10 per A4 sheet +pp
Data protection policy	Hard copy and/or website	£0.10 per A4 sheet +pp
Schedule of charges (for the publication of information)	Hard copy and/or website	£0.10 per A4 sheet +pp

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost of supply
Any publicly available register or list	Only available by inspection	N/A
Assets Register	Only available by inspection	N/A
Disclosure log (indicating the information that has been provided in response to requests)	Only available by inspection	N/A
Register of members' interests	Only available by inspection and on NFDC website	N/A
Register of gifts and hospitality	Only available by inspection	N/A

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance) Current information only	How the information can be obtained	Cost of supply
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, and memorial	N/A	N/A
Bus shelters	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and/or website	£0.10 per A4 sheet +pp

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white), 20p per A3 sheet	Actual cost
	Scanning @ 30p per sheet (colour)	Actual cost
	Postage and packing	Actual cost of Royal Mail standard 2 nd class
	Telephone calls	Actual cost of call only, as shown on telephone bill
	Hire of venue to view material	Actual cost of hire of small hall for one session
Statutory Fee		Total work of up to 18 hours -free Total work of over 18 hours £25.00 per hour. Please note that DLPC is entitled to refuse to supply information estimated to involve more than 18 hours work.

Please note that these charges only apply to work carried out by Denny Lodge Parish Council. Any records held by Hampshire Archives can only be accessed via their office and will be charged by them according to their own rates.

Contact details: - Mrs D Drodge, Parish Clerk, 40 Sweyns Lease, East Boldre.Hants.SO42 7WQ Email: - clerk@dennylodgeparishcouncil.gov.uk

Adoption date	4 th July 2016
Review Date 1	5 th Mar 2018
Review Date 2	05/03/2019
Review Date 3	2023
Review Date 4	
Review Date 5	
Review Date 6	
Review Date 7	