

# **Tibshelf Parish Council**

## **Freedom of Information Act 2000**

### **Introduction**

Under the Freedom of Information Act 2000 (FOIA), Tibshelf Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g., website, paper copy, etc.)
- Whether or not a charge is made for such information

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

The Clerk to Tibshelf Parish Council

The Village Hall, 110 High Street, Tibshelf, Alfreton, Derbyshire. DE55 5NU

Email: [theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk)

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### **Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website: <https://tibshelfparishcouncil.gov.uk/>

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk, or a copy can be requested.

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 [www.tibshelfparishcouncil.gov.uk](http://www.tibshelfparishcouncil.gov.uk)
- (iv) by telephoning 01773 875093.
- (v) by visiting the Parish Council Office, 110 High Street, Tibshelf, Alfreton, Derbyshire, DE565 5NU.

### **Information not contained within the Publication Scheme and Exemptions**

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 information is requested but 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/](http://www.ico.gov.uk/)

### **Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk)

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### **Charges**

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

- Free of charge on the website. For those without Internet access, a printout 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 Council Office. 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 Parish 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](mailto:data@dataprotection.gov.uk).

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### **Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

### **Review of the Freedom of Information Policy and Publication Scheme**

The Scheme will be reviewed annually.

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### Information available from Tibshelf Parish Council under the model publication scheme

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)  This will be current information only	Hard copy Website Newsletter Email	Class 1 - 10p per A4 sheet.
Who's who on the Council and its Committees	Hard copy Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website Newsletter	
Location of the main council office and accessibility details	Hard copy Website Newsletter	
Staffing structure	Hard copy	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Hard copy Website	Class 2 - 10p per A4 sheet.
Annual return form and report by auditor	Hard copy Website	
Finalised budget	Hard copy Website	
Precept	Hard copy Website	
Borrowing Approval letter	Hardcopy if applicable.	

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Standing Orders and Financial Regulations	Hard copy Website	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard copy Website	Class 3 - 10p per A4 sheet.
Parish Plan (current and previous year as a minimum)	Hard copy Website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy Website	
Quality status	Website	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy Website Noticeboard Minutes	Class 4 - 10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Hard Copy Website Minutes	
Agendas of meetings (as above)	Hard copy Website Notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	

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Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy Website Minutes	
Byelaws	Hard copy	

<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 website	Class 5 - 10p per A4 sheet
Policies and procedures for the conduct of council business:	Hard copies Website	
Policies and procedures for the provision of services and about the employment of staff:	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy	Class 6- 10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	
Assets Register	Hard copy	
Register of members' interests	Hard copy Website	
Register of gifts and hospitality	Hard copy	
<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	Hard copy Website	Class 7 - 10p per A4 sheet
Allotments	Hard copy Website	
Cemetery	Hard copy Website	
Village hall	Hard copy Website	

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Playing field and recreational facilities	Hard copy Website	
Dog litter bins	Hard copy Website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

### Contact details:

If possible, please make any requests for information in writing (either by letter or email) for the attention of the Parish Clerk, using the details below. Please provide your name and either postal address or email address to which the Parish Clerk can reply.

#### Parish Clerk

**Tibshelf Parish Council**

**110 High Street**

**Tibshelf**

**Alfreton**

**Derbyshire**

**DE55 5NU.**

**Tel: 01773 875093**

**E-mail: [theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk)**

**Website: <https://tibshelfparishcouncil.gov.uk/>**

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost to authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Adopted 25.10.2022. Minute no.1122/2837**

**To be reviewed 3 yearly.**

**Reviewed: Full Council 17.06.2025**

**Minute number: 0625/3679.**