

# Wortwell Parish Council

## Freedom of Information Policy

Adopted: February 2018  
Reviewed: June 2023  
Next Review Due: June 2025

### Objective

It is a requirement that all public bodies comply with the requirements of the Freedom of Information Act 2000. This Policy demonstrates how Wortwell Parish Council will meet this requirement.

### Policy

**1.1 Publication Scheme:** Wortwell Parish Council shall: Proactively publish or otherwise make available as a matter of routine information, such information which is held by the Council and falls within the classes set out in the Publication Scheme; specify the information which is held by the Council and falls within the classes as set out in that Scheme; proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the Scheme.

Further, it will: 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; review and update on a regular basis the information the Council makes available under this scheme; and shall make the publication scheme available to the public.

The information available under the scheme is as noted below. It pertains to currently maintained information only:

- **Class 1. Who we are.** This includes: Who's who on the Council, its Clerk, their contact details and the details of the Council's offices.
- **Class 2. What we spend and how we spend it.** This includes the: annual audit return; finalised budget and calculation for the Precept, financial regulations, details of outturn income and expenditure.
- **Class 3. What our priorities are and how we are doing it.** This includes details of our working group strategies and minutes of our annual parish meeting.
- **Class 4. How we make decisions.** This includes: Timetables of meetings, Agendas, Minutes, and any reports or responses to meetings or consultations, other than any such information that is properly regarded as 'private'.
- **Class 5. Our Policies and Procedures.** This includes: Standing Orders, Terms of Reference for our working parties and sub-Committees.
- **Class 6. Lists and Registers.**
- **Class 7. The services we offer.** This includes any information available to the public or users of our amenities.

**1.2 Requests:** Should be made to the Clerk in writing. Wortwell Parish Council will acknowledge such requests within 30 days.

**1.3 Registration:** Wortwell Parish Council shall register with the Information Commissioners Office.

**1.4 Charges:** 'Save as' information is made available free of charge on the Council's website Wortwell Parish Council shall charge £0.10 per A4 copy side with a minimum charge of £10 per request. Postages will be charged at cost.

## **General**

**2.1 Complaints:** Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.