



Freedom of Information Policy

The Parish Council Model Publication Scheme follows this policy. This scheme will enable members of the public to view and access information held by the Parish Council. Version: 6

Approved: 8 July 2026 Approved By: Full Parish Council

Oakthorpe, Donisthorpe & Acresford Parish Council is committed to openness, transparency and accountability. This policy sets out how the Council will meet its obligations under the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR) and the UK General Data Protection Regulation (UK GDPR).

The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme, which is valid until further notice.

Obtaining Information and Information held Information can be accessed in three ways:

2.1 Parish Council Website

The website contains information routinely published by the Council, including agendas, minutes, policies, financial information and governance documents.

2.2 Inspecting Documents

To view specific documents, contact the Parish Manager by email, telephone or in writing. Some documents may require time to locate.

2.3 Written Requests

If the information is not available online or within the publication scheme, written requests may be submitted to:

Parish Manager – Kelly Grove

Oakthorpe Leisure Centre

Measham Road

Oakthorpe

DE12 7RG

Email: manager@oakthorpedonisthorpeandacresford-pc.gov.uk

Requests must include:

- Name
- Correspondence address
- Clear description of the information requested

Information may sometimes be held on councillors' personal devices where it has been provided for council business. Councillors must ensure such information is retrievable for FOI purposes and managed in accordance with the Council's Data Protection and Information Security policies.

---manager@oakthorpedonisthorpeandacresford-pc.gov.uk

Your request must include your name, address for correspondence, and a description of the information you require. There may be circumstances where the relevant information may be held on a parish councillor's personal computer, having been provided to them for the purpose of parish council business. In these instances, councillors agree to provide this information in order for the request to be dealt with.

Council's Response to a Written Request

Within 20 working days, the Council will:

- Confirm whether the information is held
- Advise whether a fee applies
- Provide the information once any fee is paid
- Or explain why the request has been refused

Requests may be refused if:

- The cost of compliance exceeds £450
- The request is vexatious
- The request repeats a previous request
- An exemption applies (e.g., personal data, commercial sensitivity)

Environmental information will be handled under the Environmental Information Regulations 2004, which have different exceptions and charging rules.

Fees

Under FOIA, the Council may charge for:

- Disbursements (printing, photocopying, postage)
- Staff time where the estimated cost exceeds the £450 limit (charged at £20 per hour)

Where costs exceed £450, the Council may:

- Refuse the request
- Comply and charge the full cost
- Comply free of charge

If a fee is payable:

- A fee notice will be issued
- Work will not begin until payment is received
- Overpayments will be refunded
- Additional costs above the estimate will be absorbed by the Council

Disbursement Charges

- 30p per sheet (black & white)
- 50p per sheet (colour)
- Actual cost of Royal Mail 2nd class postage

These charges are published in the Council's Schedule of Charges.

Further Help

If you require assistance in making a request, please contact the Parish Manager.

Further guidance is available from the ICO at www.ico.org.uk



Complaints

If you are dissatisfied with the Council's response, you may contact:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline: 0303 123 1113

Website: www.ico.org.uk (<http://www.ico.org.uk>)



Model publication scheme

The Parish Council adopts the ICO Model Publication Scheme without modification.

The scheme commits the Council to:

- Proactively publish information
- Specify what information is available
- Explain how information can be accessed
- Review and update published information regularly
- Publish any fees charged
- Make datasets available for re-use where appropriate

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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.

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

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Oakthorpe, Donisthorpe & Acresford Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it



available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".



Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	30p per sheet
Who's who on the Council and its Committees	(hard copy or website)	30p per sheet
Contact details for Parish Manager and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy or website)	30p per sheet
Location of main Council office and accessibility details	(hard copy or website)	30p per sheet
Meeting dates, venues and accessibility	(hard copy or website)	30p per sheet
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) Current and previous financial year as a minimum	(hard copy or website)	30p per sheet
Annual return form and report by auditor	(hard copy or website)	30p per sheet
Finalised budget	(hard copy or website)	30p per sheet
Precept	(hard copy or website)	30p per sheet
Financial Standing Orders and Regulations	(hard copy or website)	30p per sheet
Grants given and received	(hard copy or website)	30p per sheet
List of current contracts awarded and value of contract	(hard copy or website)	30p per sheet
Members allowances & expenditure	(hard copy)	30p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	30p per sheet
Parish Plan	N/A on website	N/A



Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy or website)	30p per sheet
Quality status	N/A	N/A



Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	(hard copy or website)	30p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	30p per sheet
Agendas of meetings (as above)	(hard copy or website)	30p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.	(hard copy or website)	30p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded confidential to the meeting.	(hard copy or website)	30p per sheet
Responses to consultation papers	(hard copy or website)	30p per sheet
Responses to planning applications	(hard copy or website)	30p per sheet
Byelaws	(hard copy or website)	30p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	30p per sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	(hard copy or website)	30p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copy or website)	30p per sheet
Information security policy	(hard copy or website)	30p per sheet

Records management policies (records retention, destruction and archive)	(hard copy or website)	30p per sheet
Data protection policies	(hard copy or website)	30p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	30p per sheet
Assets register	(hard copy or website)	30p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	(hard copy or website)	30p per sheet
Register of members' interests	(hard copy or website)	30p per sheet
Register of gifts and hospitality	(hard copy or website)	30p per sheet
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	30p per sheet
Allotments	(hard copy or website)	30p per sheet
Burial grounds and closed churchyards	(hard copy or website)	30p per sheet
Leisure centre	(hard copy or website)	30p per sheet
Parks, playing fields and recreational facilities	(hard copy or website)	30p per sheet
Grit bins, street furniture	(hard copy or website)	30p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(hard copy or website)	30p per sheet



Contact details:

Parish Manager: **Kelly Grove**

Oakthorpe Leisure Centre, Measham Road, Oakthorpe DE12 7RG

Telephone: 07445 807825

Email: manager@oakthorpedonisthorpeandacresford-pc.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
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost * (Including administration)
	Photocopying @ 50p per sheet (colour)	Actual cost (Including administration)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority



Appendix A: Freedom of Information Request Form

Freedom of Information Request Form Oakthorpe, Donisthorpe & Acresford Parish Council

Please complete this form to request information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

1. Your Details

Full Name:

Address

Email:

Telephone:

2. Description of the Information Requested

Please describe the information you are seeking. Be as specific as possible.

3. Preferred Format

- ☐ Email
- ☐ Hard copy (charges may apply)
- ☐ Inspection by appointment
- ☐ Other: _____

4. Date Range (if applicable)

From: _____

To: _____

5. Additional Information

6. Declaration

I confirm that the information provided is accurate and that I understand the Council may charge for disbursements.

Signature: _____

Date: _____



Return this form to:

Parish Manager – Kelly Grove

Oakthorpe Leisure Centre

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