

Alnwick Town Council Freedom of Information Act Policy

Alnwick Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation. This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically. The Act is fully retrospective.

Dealing with Requests

The Council offers advice and assistance to anybody who wishes to make a request for information. The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Where appropriate, requests in writing will be treated as Freedom of Information requests.

There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450).

Adopting and Maintaining Publication Schemes

The Council has adopted a Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for.

Material contained within the publication scheme, and a copy of the scheme itself, is readily available. Where charges are applied these are stated in the Scheme. The scheme can be accessed via the website.

The Town Clerk will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act

The Council is under a legal duty to protect personal data under the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Responsibilities

The Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Clerk is also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post

Contact Details

For advice and assistance please contact the Town Clerk.
Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

Clerk to Alnwick Town Council.
Email: alnwicktownclerk@btconnect.com
Telephone: 01665 602574

Information Commissioner

Data Protection Help Line If you are contacting us for the first time Wycliffe House,
Water Lane, Wilmslow, Cheshire. SK9 5AF
E: mail@ico.gsi.gov.uk **W:** <http://www.ico.gov.uk/>
T: 01625 545745 **F:** 01625 524510

PUBLICATION SCHEME – UNDER THE FREEDOM OF INFORMATION ACT 2000

Information available from ALNWICK TOWN COUNCIL under the model publication scheme.

Information to be published	How the information can be obtained	Cost of hard copy (plus postage if applicable)
Class 1 - Who we are and what we do		
Organisational information and location of services provided by Alnwick Town Council Constitution	Hard copy Website	10p per sheet
Who's who on the Council and its Committees	Hard copy Website	10p per sheet
Contact details for Town Clerk and Council members (named contacts with telephone number and email address)	Hard copy Website	10p per sheet
Location of main Council office and accessibility details	Hard copy Website	10p per sheet
Staffing structure	Hard copy Website	10p per sheet

Class 2 – What we spend and how we spend it		
(Majority of information is recorded in minutes which are available on the website)		
Annual return form and report by auditors (internal & external)	Hard copy Website	10p per sheet
Finalised budgets and budget monitoring reports	Hard copy Website (minutes)	10p per sheet
Precept	Hard copy Website (minutes)	10p per sheet
Borrowing Approval letter	NOT APPLICABLE	
Financial Standing Orders and Regulations	Hard copy Website	10p per sheet
Grants given and received	Hard copy Website (minutes)	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard Copy Website (minutes)	10p per sheet
Bank Statements	Hard Copy	10p per sheet
VAT Records	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan (submission draft Aug 2015)	Hard copy Link from website	10p per sheet
Audit reports. Budget priorities and Mayor's report to annual meeting.	Hard copy Website (minutes)	10p per sheet
Quality status	NOT APPLICABLE	
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	

Class 4 – How we make decisions		
Timetable of meetings (Council and committee meetings)	Hard copy Website	10p per sheet
Agendas of meetings (as above)	Hard copy Website	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website (summary in minutes)	10p per sheet
Responses to consultation papers including responses received by the public as part of consultations run by the council.	Hard copy E-mail	10p per sheet
Responses to planning applications	Hard copy Website (minutes)	10p per sheet
Bye-laws	NOT APPLICABLE	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Council Constitution and Financial Regulations, including Committee terms of reference and delegated authority in respect of officers and Code of Conduct	Hard copy Website	10p per sheet
Policies and procedures for the provision of services and Information relating to the delivery of services	Hard copy Website	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy Website	10p per sheet
Freedom of Information and Data Protection policies	Hard copy Website	10p per sheet
Schedule of charges for the publication of information)	Hard copy	10p per sheet

Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy Inspection at ATC office	10p per sheet
Assets Register	Hard copy Website	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard Copy Email	10p per sheet
Register of members' interests	Hard copy NCC website	10p per sheet
Register of gifts and hospitality	Hard copy NCC website	10p per sheet
Members' declaration of acceptance of office	Hard copy Inspection at ATC office	10p per sheet
Class 7 – The services we offer		
Allotments information	Hard copy Website	10p per sheet
Alnwick Cemetery information	Hard copy Website	10p per sheet
Villages Halls	NOT APPLICABLE	10p per sheet
Play area information	Hard copy Website	10p per sheet
Seating, litter bins and memorial information	Hard copy Website	10p per sheet
Bus shelter information	Hard copy Website	10p per sheet
Markets	NOT APPLICABLE	
Public conveniences	NOT APPLICABLE	

Agency agreements	NOT APPLICABLE	
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Contact details:

Bill Batey Clerk to Alnwick Town Council

Room 5, 27 Fenkle Street, Alnwick Northumberland. NE66 1HW Telephone

01665 602574

E mail alnicktownclerk@btconnect.com

Website: www.alnwick-tc.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived is outlined below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Commercial Rate, including staff time
	Postage	Actual cost of Royal Mail standard 2 nd class