

BLUNDESTON & FLIXTON PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

AND HANDLING REQUESTS FOR INFORMATION

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The Council will comply with the requirements of the Act, and in particular will:

- Adopt the model publication scheme as defined by the Information Commissioner's Office
- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), the Council will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the Council's website, which can be found at - <https://blundestonflixtonparish.gov.uk/>

2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.

2.3 The preferred method for requesting information from the Council is in writing, either email or letter, providing full details of what is required to ensure the request is clearly understood. Requests should be made to:

Clerk to the Council, 4 Willowvale, Oulton, Lowestoft NR32 4UB or via email

Clerk@blundestonflixtonparish.gov.uk

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

- 3.1 The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk to clarify your requirements.
- 3.2 If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 3.3 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's Office to ask them to investigate further. They can be contacted at:
Postal address: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Website: www.ico.gov.uk
Telephone: 0303 123 1113

4. Charges for the provision of information

- 4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 4.2 Information which is published and accessed on the Council's website or is available by inspection only is provided free of charge.
- 4.3 Information provided in hard copy will be subject to disbursement fees as follows:-

DESCRIPTION	BASIS OF CHARGE
Photocopying - black & white	10p per sheet
Photocopying – colour	12p per sheet
Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fees	In accordance with the relevant legislation

Information available from Blundeston & Flixton Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only</p>	
List of Council members	Website Hard copy
Contact details for Parish Clerk and Council members	Website Hard copy
<p>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Website Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members’ allowances and expenses	Hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	
Annual governance statement in format included in the Annual Return form	Website Hard copy
Annual Report to Parish or Community Meeting	Website

	Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy
Agendas of meetings (as above)	Website Hard copy
Minutes of meetings (as above) – excluding any material that is properly considered to be exempt from disclosure	Website Hard copy
Reports presented to council meetings – excluding any material that is properly considered to be exempt from disclosure	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications – as minuted and also available on East Suffolk Council planning portal https://publicaccess.eastsuffolk.gov.uk/online-applications	Website Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Code of Conduct • Policy statements 	Website Hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hard copy
Records management, personal data and access to information policies - to include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard copy

Class 6 – Lists and Registers Currently maintained lists and registers only.	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection
Assets register, including details of public land and building assets	Inspection
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Inspection
Register of members' interests	Website Inspection
Class 7 – The services we offer (Information about the services we offer) Current information only	
Village hall	Inspection
Parks, playing fields and recreational facilities	Inspection
Seating, litter bins, memorials	Inspection

This policy was adopted by the council at its meeting held on 17 March 2025

Date of next review – March 2026

Reviewed -March 2026

Next Review -March 2027