



Parish Clerk
King George V Playing Fields Pavilion
Front Street, Framwellgate Moor, Durham, DH1 5BL
T: 07572 004256
E:framwellgatemoorparishcouncil@yahoo.co.uk

Framwellgate Moor Parish Council Freedom of Information Policy / Publication Scheme

This scheme was adopted by the Council at its meeting on 3rd June 2020

Introduction

Freedom of Information Act 2000:

- Provides public access to recorded information held by public bodies – including local Authorities such as Framwellgate Moor Parish Council.
- Applies to documentary information and electronic data held by a public body.
- Obliges public bodies to disclose information/data unless an exemption detailed in the legislation is applicable.

General enquiries

If you have any queries regarding the Freedom of Information Act, please contact the Parish Clerk by telephone (07572 004256), by e-mail (framwellgatemoorparishcouncil@yahoo.co.uk)

or in person at the parish council office at the King George V Playing Fields Pavilion (the Parish Clerk is a part time appointment and times of attendance should be checked on the Parish Web-Page.

Requests for information

- Requests for information must be in writing and include the enquirer's name and address (a contact telephone number would be helpful though not essential).
- Requests can either be in paper format addressed to Framwellgate Moor Parish Council, King George V Playing Fields Pavilion, Front Street, Framwellgate Moor, Durham, DH1 5BL or in electronic format via e-mail to framwellgatemoorparishcouncil@yahoo.co.uk
- When requesting information the enquirer does not have to mention the Freedom of Information Act nor the reason(s) why the information is sought.
- The enquirer does not necessarily have to be resident in the parish of Framwellgate Moor.
- The enquirer can be an individual or an organisation.
- The Parish Clerk is responsible for responding to requests.
- Framwellgate Moor Parish Council has a duty to respond to all requests by informing the enquirer whether or not it holds the requested information and then supplying the information (except where an exemption applies).
- Charges can be made in respect of disbursement costs (copying, printing, postage etc) to reflect the costs incurred in meeting a request.
- Charges will not be made for staff time in sourcing information if the estimated cost is less than £100.00 or 4 hours.
- Requests can be denied if the staffing cost necessary to retrieve/supply the information is greater than £100 or 4 hours (as per exemption 12). Alternatively, a fee notice can be issued setting out the intended amount to be charged for the supply of the requested information.
- Requests can be denied (wholly or in part) if an exemption applies. The Freedom of Information Act contains 32 exemptions but not all of them are applicable to Framwellgate Moor Parish Council. The exemptions that are most likely to apply to Framwellgate Moor Parish Council are listed below (the list is not exhaustive).
 - (i) If the request exceeds the cost limit (as already mentioned).
 - (ii) If the requested information is accessible by other means.

- (iii) If the requested information is intended for future publication.
- (iv) If the requested information would prejudice the effective conduct of public affairs.

- Requests for personal information in respect of the enquirer him/herself cannot be dealt with by the Freedom of Information Act. Such requests should be submitted in accordance with Framwellgate Moor Parish Council “Data Protection Policy and Procedures”
- Framwellgate Moor Parish Council is statutorily obliged to respond to requests within 20 working days. The day after the request is received is the first day of the 20 (working) days.
- If a request is too vague and/or insufficiently clear, the enquirer will be contacted for clarification. However, the 20 days response timescale would commence the day after a sufficiently clear request has been received.
- If Framwellgate Moor Parish Council does not hold all the requested information, it will supply the information it does hold and provide guidance as to whom to contact to obtain the remainder of the information.
- If the response is not satisfactory, the enquirer can request a review by contacting either (a) the chairman of Framwellgate Moor Parish Council and/or (b) the Freedom of Information Section of Durham County Council (respective contact details below).

(a) Chairman of Framwellgate Moor Parish Council
King George V Playing Fields Pavilion
Front Street,
Framwellgate Moor,
Durham,
DH1 5BL
(please mark correspondence as “private/confidential”)

Alternatively, the chairman can be contacted via his/her e-mail - the details of which are displayed at under the “Councillors and officers” section on the website - www.framwellgatemoorparishcouncil.co.uk

(b) Freedom of Information Section
Transformation and Partnerships
Durham County Council
County Hall
Durham
County Durham
DH1 5UF

Email inforights@durham.gov.uk

Tel [03000 268 035](tel:03000268035)

- If a review is requested it will be completed within 20 working days (or within 40 working days in exceptional cases).
- If the review(s) is not satisfactory, the enquirer has a right of appeal to the Information Commissioner (contact details below).

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 SK9 5AF
 Tel: 0303 123 1113
www.ico.gov.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and it's Committees	Hard copy - contact Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council Members	Hard copy – contact Clerk Website	10p/sheet Free
Location of main Council Office and accessibility details	Contact Clerk	Free
Staffing Structure	Contact Clerk	Free
Class 2 – What we spend and how we spend it		
Precept	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Financial Regulations and Standing Orders	Inspection by appointment Hard copy – contact Website	Free 10p/sheet Free

Annual Return and External Audit Report	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Internal Auditor's Annual Report	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Section 137 Donations	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Class 3 – What our priorities are and how we are doing		
Annual Report	Inspection by appointment Hard copy - Contact Clerk Website	Free 10p/sheet Free
Class 4 – How we make decisions		
Schedule of Council Meetings and Agendas	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
Minutes of Council Meetings (This will exclude information that is properly regarded as private to the meeting)	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
Reports of Council Meetings (This will exclude information that is properly regarded as private to the meeting)	Inspection by appointment Hard copy – contact Clerk Website	Fre 10p/sheet Free
Responses to consultation papers	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Standing Orders • Terms of Reference • Financial Regulations • Code of Conduct • Policy Statements 	Inspection by appointment Website Hard copy – contact Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff:	Inspection by appointment Website Hard copy – contact Clerk	Free Free 10p/sheet
Class 6 – Lists and Registers		
Any publicly available register or list	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Assets Register	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Register of Members' Interests	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
Class 7 – The services we offer		
Hire of Facilities (Football Pitch, Bowling Green, MUGA, Tennis Court and Pavilion Building)	Contact Clerk	Free

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SCHEDULE OF CHARGES

Photocopying 10p per sheet (black & white)

Postage Actual cost of Royal Mail 2nd class postage

Statutory Fees In accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004